

DIRECTOR OF TRANSPORTATION

Job Description: Support Staff

Adopted 04.05.79; Revised 04.10.90; Revised 07.09; Revised 04.15

PAY SCALE: Directors

QUALIFICATIONS: High school graduate with general knowledge of automobile maintenance. Must obtain a Commercial Driver's License with school bus and passenger endorsements. Demonstrated competence in the use of computers and related software applications, demonstrated competence in public contact work, working knowledge of basic office procedures and the operation of common office machines, ability to handle multiple tasks and projects with attention to detail, excellent organizational skills and the ability to function under pressure in courteous, efficient, and effective manner.

REPORTS TO: Assistant Superintendent of Human Resources

JOB GOALS: To supervise the transportation programs.

TERMS OF EMPLOYMENT: Twelve (12) months of employment per year with the salary to be determined by the Board of Education.

EVALUATION: Performance of this job will be evaluated annually, prior to May 1, by the Assistant Superintendent.

RESPONSIBILITIES:

1. Direct the work of all personnel assigned to the department under his/her supervision.
2. Interview all prospective transportation personnel and make employment recommendations to the Assistant Superintendent.
3. Plan and direct all training and in-service programs for bus drivers.
4. Evaluate all employees under his supervision and make recommendations on their continued employment to the Superintendent through the Assistant Superintendent.
5. Have authority to temporarily release any person under his/her supervision until a conference can be held with the Assistant Superintendent.
6. Standardize and improve all bus driving procedures.
7. Direct the maintenance of all transportation equipment within the department and keep continuing records of all maintenance.
8. Make recommendations for supplies and equipment.
9. Be responsible for the revision of bus routes which are submitted to the Assistant Superintendent for approval.
10. Keep proper inventory records.
11. Schedule extra-curricular bus trips as requested by building principals.
12. Advise the Superintendent or his designee of road conditions for a decision of school closing during inclement weather.
13. Supervise the preparation of all buses for the annual state school inspection.
14. Work with parents, administrators, and bus drivers to correct student disciplinary problems.
15. Plan and direct the development and implementation of emergency evacuation drills, school bus safety training and bus curriculum programs for grades K-6 once each semester.
16. Perform other such tasks and assume responsibilities as the Assistant Superintendent may assign.