Center Point-Urbana Community School District
JOB TITLE: TRANSPORTATION DIRECTOR

REPORTS TO: Superintendent
FLSA STATUS: Exempt
STATUS: Full Time, Salaried

BASIC FUNCTIONS:
The Transportation Director provides supervision and oversight of all transportation personnel while effectively managing the School Transportation Program. This individual will determine needed repairs and/or replacements on district vehicles; ensuring the availability of vehicles in safe operating condition; and provide written documentation of repairs to meet district, state and federal requirements. This individual must comply with all District Policies and Procedures while cooperating with staff and patrons to promote the educational values of the School District.

The Transportation Director works with the Superintendent, Central Office Personnel, and Director of Buildings and Grounds to effectively manage day-to-day transportation operations. This individual will facilitate communications and the purchasing/ordering/invoicing of supplies for the Transportation Department.

SPECIFICATIONS / QUALIFICATIONS:
● High School Diploma or Equivalent. Post-secondary hours in a related field desirable but not required.
● CDL (Commercial Driver’s License) Class B with air brakes and Passenger (P) and School Bus (S) endorsements.
● Strong mechanical knowledge and experience required. Actual experience with bus/diesel mechanics a plus.
● Good Driving Record / Able to pass DOT Physical.
● Ability to perform all maintenance and mechanical work related to servicing and repairing buses, vehicles and other motorized school equipment.
● Strong organizational and people skills including the knowledge of routing and scheduling for the purpose of transporting students to and from school and on activity trips.
● Office management skills needed to effectively manage multiple projects at the same time.
● Computer skills adequate to utilize technology relevant to the position.
● Possess such alternatives to the above qualifications as the immediate supervisor finds appropriate.

TERMS OF EMPLOYMENT:
● The CPU Board of Directors establishes annual salary & work year.
● Upon request from the immediate supervisor, employee shall submit to the Federal and State requirements regarding Drug and Alcohol testing for the purpose of securing a Commercial Driver’s License.
● Pre-Employment Criminal Background Check Required.

EVALUATION: The Superintendent evaluates the performance of this job.

GENERAL RESPONSIBILITIES:
1. Adhere to applicable state and federal laws, rules and regulations, board policies and administrative rules.
2. Demonstrate organization and professionalism in fulfilling the responsibilities of the position.
3. Maintain a “service orientation” and treat all students, parents, staff, and visitors with professional courtesy.
4. Demonstrate a positive attitude toward school, students and job and communicate the same to the community.
5. Participate in Board and Administrative Team meetings and activities upon request of the superintendent.
6. Attend seminars and trainings as needed to stay current with state and federal regulations and requirements.
7. Dress appropriately for the position and work required.
8. Accept constructive criticism and suggestions and seek to improve each performance responsibility.
9. Maintain professionalism related confidentiality and student records in the school operation.
10. Consult with maintenance, grounds and custodial personnel regarding needed repairs or safety concerns.

TRANSPORTATION DIRECTOR RESPONSIBILITIES:
1. Develop and administer the transportation program to meet all the requirements of the daily instructional program and extracurricular activities.
2. Supervise all Transportation Department Employees in accordance with state and federal laws as well as District Policies and negotiated Contracts and Settlement Conditions.
3. Diagnoses potential vehicle malfunctions (e.g. using computer diagnostic equipment, etc.) for the purpose of determining needed vehicle repairs and/or replacements.
4. Assist/Advise superintendent regarding road hazards and decisions on school closing during inclement weather.
5. Inspect buses and transportation equipment for the purpose of ensuring it is in a safe operating condition.
6. Work collaboratively with bus drivers and school administration to monitor and maintain appropriate student discipline on bus routes and activity trips.
7. Participate in Annual Bus Inspections as required by the IDOT.
8. Facilitate communication with parents and school administrators when there are discipline problems.
9. Responds to vehicle repair calls or makes arrangements for vehicle towing service for the purpose of rescuing broken down or snow bound vehicles.
10. Take primary responsibility for the recruitment, screening, interviewing and recommending for employment of all Transportation Employees.
11. Substitutes for bus drivers when needed for the purpose of ensuring a qualified person is able to run the bus on the route.
12. Conduct annual performance reviews of employees and make recommendations to the superintendent regarding any transfer, promotion, or release from employment.
13. Develop and implement a preventive maintenance plan for district vehicles and equipment.
14. Check / verify time records for all transportation personnel prior to payroll submission.
15. Verify and approve any leave forms submitted by transportation personnel in accordance with Contract Language and District Policy.
16. Develop a plan for providing initial and on-going training for all transportation personnel and document that the plan has been implemented.
17. Develop and implement a preventive maintenance plan for district vehicles and equipment.
18. Maintain safety standards in conformance with state and insurance regulations.
19. Cooperate with school principals and others responsible for planning special school trips.
20. Develop recommendations for future vehicle, equipment purchases and changing personnel needs.
21. Work with administrators to ensure that all state laws and regulations regarding school transportation are met in regular and special education programs.
22. Promote high standards of safety and cleanliness in all shop areas and for all school buses.
23. Collect data and complete required reports for Transportation and Iowa Department of Education.
24. Schedules and attends annual 3-hour bus driver re-certification training with Kirkwood Community College.

Physical Requirements:
- Occasionally lift up to 50 pounds using proper lifting techniques.
- Able to stand and walk for extended periods of time.
- Able to sit, reach, carry, push, bend body at waist, bend both knees, twist, and stoop while handling items.
- Able to read and interpret policies, procedures and employee handbook.
- Able to write and record reports utilizing basic computer functions.
- Able to answer, communicate, and dial the telephone in a clear, precise voice.
- Able to work in confined space such as a school bus, crawl space under a vehicle or small utility closet.
**Working Conditions:**

- May be required to work in confined spaces such as a school bus or under a vehicle.
- Will be required to drive buses, operate snowplow truck/tractor and use other job-related tools and equipment.
- May be subject to working with strong solvents or potentially hazardous chemicals.
- May be required to work additional hours as required during certain times of the year.

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time unless restricted by a negotiated contract.

A signed copy of this job description will be placed in the employee’s personnel file.

**Signature of Supervisor:** ________________________________  Date: ______________________

**Signature of Employee:** ________________________________  Date: ______________________