

DIRECTOR OF TRANSPORTATION

TITLE: Director of Transportation

REPORTS TO: Operations and Support, Senior Director

SUPERVISES: Operations Assistants, Chief Routing Clerk, Special Trips Coordinator, Training & Safety Analyst, Service Coordinator, Time Keeper, Transportation Managers, Associate Director

JOB FUNCTION: Provides for a safe and efficient system of transportation of students for our school district

DUTIES AND RESPONSIBILITIES:

- Prepares annual budget recommendations.
- Develops and implements an annual transportation plan which provides services responsive to the needs of both regular and special education students.
- Provides maintenance and preventive maintenance for all board owned transportation vehicles.
- Recruits, selects and assigns personnel with the Division of Transportation in accordance with the approved organizational structure.
- Assesses training needs and provides training to meet those needs.
- Determines equipment needs and initiates action for procurement.
- Establishes procedures for pre-employment, post-accident and random drug and alcohol screening for all employees with a CDL as well as bus monitors.
- Provides safety training for driver, driver assistants, and other transportation employees.
- Recommends deviations from regular transportation schedules due to adverse weather conditions.
- Develops, and provides transportation related forms to users of transportation

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DUTIES AND RESPONSIBILITIES (CONT.):

- services.
- Provides transportation schedule information to schools for dissemination to the parents.
- Receives, approves and forwards transportation invoices for payment.
- Develops and implements positive procedures for maintaining safety aboard the school buses.
- Deals directly with parents and principals in resolving discipline problems involving bus riders.
- Complies with state and federal laws and regulations regarding student transportation.
- Compiles accident statistics and recommends personnel actions as needed to ensure a safe work force.
- Provides transportation services responsive to the needs of the school system.
- Recommends specifications for equipment to be purchased.
- Routinely updates school routes and schedules to maximize the efficient use of equipment and personnel assets.
- Authorizes purchases within an approved budget, and in accordance with approved purchasing procedures.
- Prepares payroll for transportation employees in compliance with established procedures.
- Completes and submits insurance reports and claims.
- Recommends revisions to student transportation policies.
- Maintains records and reports in accordance with local and state requirements.
- In collaboration with other agencies and school principals, develops safety training programs for students, parents, and the public.

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DUTIES AND RESPONSIBILITIES (CONT.):

- Makes recommendations to school principals to improve the safety when students are loading and unloading on school property.
- Prepares and provides to all employees a handbook/manual covering essential information needed for effective and efficient performance of assigned work.
- Counsels and evaluates the performance of transportation employees.
- Performs other duties as assigned.

- Maintain regular attendance.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Leadership skills.

ABILITY TO:

- Work cooperative with a diverse group of people.
- Speak in front of large groups.
- Communicate effectively in writing.
- Use computer applications for data collection, statistical analysis, and correspondence preparation.

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull light weights, up to 30 pounds.

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EDUCATION AND EXPERIENCE:

- Must hold at least a Bachelor's Degree and at least 3 years of successful administrative/managerial experience. Must have at least 5 years in passenger transportation in a management or supervisory capacity.

LICENSES AND OTHER REQUIREMENTS:

- Valid Kentucky CDL (Commercial Driver's License – Class B with P and S endorsements) preferred

Original Date: _____

Revision Date: 01/1995

Revision Date: 07/2011

Revision Date: 07/2012