

TITLE: Transportation Director

6.20

QUALIFICATIONS: 1. Demonstrated knowledge of maintenance for buses.
2. Four years of experience in transportation, including two years in a supervisory capacity, preferably in a school district.
3. The above is subject to alteration as the board may find appropriate and acceptable.

SUPERVISES: Bus Drivers.

REPORTS TO: Business Manager

JOB GOAL: To enable each student, through safe and efficient transportation, to take full advantage of the complete range of curricular and extracurricular activities offered by the district's schools.

PERFORMANCE RESPONSIBILITIES:

1. Supervises servicing and cleaning of buses, keeping them in proper condition to pass inspection at any time.
2. Recommends for hire and evaluates personnel under his/her supervision.
3. Determines if drivers can meet performance responsibilities before allowing behind-the-wheel assignments; insures that drivers are qualified and properly licensed as school bus drivers.
4. Supervises and trains school bus drivers; organizes and conducts all inservice, safety and other bus driver meetings.
5. Keeps transportation records as required; instructs drivers regarding record keeping procedures, transportation policies and regulations.
6. Sees that rules of student conduct are posted in all buses; instructs and supervises bus drivers in the enforcement of rules.
7. Assists in resolving bus passenger discipline problems according to district policy and procedures.
8. Maintains a list of qualified van drivers; trains and/or checks out van drivers.
9. Makes regular reports to the business manager on the operation of the transportation department.
10. Seeks to resolve all transportation complains promptly and according to district policy.

11. Informs the superintendent or designate promptly of any action taken regarding passenger discipline, public complaints and employee disputes of an extreme nature.
12. Assigns drivers to routes and dispatches school buses for all daily routes and extra activities.
13. Writes route descriptions; draws maps for same; establishes school bus stops. (These may be done with the assistance of the bus driver; however, the bus driver shall not assume the responsibility of establishing or changing bus stops.)
14. Confers with principals on proposed route changes, etc., that could directly affect students in their schools; attendance areas.
15. Recommends route changes; sees that buses are operating only on approved routes. (Any changes in routes shall have the approval of the superintendent or designate.)
16. Assembles and distributes to all schools the route description and maps pertaining to the bus service within their respective boundaries.
17. Manages transportation emergencies; confers with appropriate administrators on the resolution of problems.
18. Notifies principal and parents/guardians in the event of accidents, emergencies or schedule delays as indicated in district policy and procedures; consults with and seeks assistance from other administrators as needed.
19. Performs such other related tasks and assumes such other related responsibilities as may be required from time-to-time.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy.

Revised: 10/19/04