

## JOB DESCRIPTION

### ASSOCIATE DIRECTOR OF TRANSPORTATION ~~ROUTING~~ (8903)

**TITLE:** ~~Associate Director of Transportation~~ ~~ROUTING~~

**REPORTS TO:** ~~Director of Transportation~~

**SUPERVISES:** ~~Routing clerks, Driver Trainers, Dispatchers~~ and other support staff as needed

**JOB FUNCTION:** ~~Provides a safe and efficient system for transportation of eligible public school student; develop and implement school bus routes and schedules to provide transportation for students from home to school and back.~~

~~Organize, train and assign personnel resources to accomplish the student transportation plan; provide supervision to driver trainer's and dispatchers; communicate with parents, community representatives, local officials and the general public. Maintains daily attendance and performance records on drivers, driver assistants, driver trainers and dispatchers.~~

#### DUTIES AND RESPONSIBILITIES:

- ~~Serves in the capacity of Transportation Manager at the largest terminal.~~  
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- Assists the Director in the preparation of the annual budget recommendations covering maintenance and operations for school buses and district support vehicles.
- ~~Assists the Director in the development and implementation of an annual student transportation plan covering bus stops, routes and starting times for all regular and Special Education students, as well as Magnet, extended day, Early Start, Kindergarten, and other district-wide programs.~~
- Considering district and individual school plans and schedules, assists the Director in the projection needs for school bus drivers, driver assistants and other support personnel.
- Assists the Director in the assessment of operational and safety needs and provides initial and remedial training to meet those needs. Includes maintenance of detailed accident and safety related statistics, and the affect of remedial training programs.
- Assists the Director in the development and publication of procedures for obtaining transportation services to support summer school, alternative calendar schools, Extended School Services, Community Based Instruction, after school activity programs, Safety City, Dental, Clothing, and other student programs.
- Meets with ~~media~~, parents, school staff and Board members regarding issues related to transportation.

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#### DUTIES AND RESPONSIBILITIES (CONT).

- Assists the Director in the development and implementation of positive procedures for maintaining safety aboard school buses, including use of bus monitors, interior mounted video surveillance systems, student removal procedures, and behavior management training for drivers and monitors.
- Assists the Director in the administration of the Federal Drug and Alcohol Testing and Compliance Program for Commercial Drivers and other employees in the district, including pre-employment, post accident and random, and reasonable suspicion drug and alcohol testing, along with the records and reports required by Federal laws and regulations.
- Assists the Director in personnel accountability for transportation employees in compliance with establish Board policies and procedures, and Federal and state wage and hour laws when needed.
- Assists the Director in the development and recommendation policies and administrative procedures to be approved by the Board of Education covering starting times, walking distances, bus stop locations, use of buses for field trips and outside agencies, and driver qualifications and training.
- Observes loading and unloading of students at schools and makes recommendations to school principals covering release times, sequencing of walkers and riders, location of buses and private vehicles, and control of students while they are loading or unloading.
- Assists the Director in the development of internal work rules for the Transportation Division and provides to all employees a handbook/manual covering essential information needed for effective and efficient performance of assigned work. Includes performance counseling, grievance hearings and evaluation of performance.
- ~~Supervises the work of assigned routing clerks for Special Education, Early Start, Kindergarten, Extended School Services, Magnet, English as a Second Language, Gifted and Talented, No Child Left Behind, Student Continuation, Homeless, and other district wide programs.~~
- Serves as Point of Contact for the division in the Director's absence.
- Maintains regular attendance.
- Performs other duties as assigned.

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#### PHYSICAL DEMANDS:

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- 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

#### KNOWLEDGE AND ABILITIES:

- ~~Using computerized based routing software, develops school bus routes within the framework of Board of Education policies and procedures.~~
- Written and oral communication to appropriate audience
- Organizational skills in regards to scheduling routes, collecting data for reports and planning purposes for efficient services
- Preparing reports and informational packets as needed
- Ability to work cooperative with all staff
- Regular attendance

#### EDUCATION AND EXPERIENCE:

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- Bachelor's Degree in a related field
- At least three (3) years of successful administrative/managerial experience.
- Must have at least five (5) years in passenger transportation in a management or supervisory capacity.
  - Record-keeping techniques.
  - Operation of a computer terminal and data entry techniques.
  - Oral and written communication skills.
  - Health and safety regulations.
  - Methods and procedures of operating electronic computers and peripheral Equipment.

#### LICENSES AND OTHER REQUIREMENTS:

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- ~~N/A~~ Valid Kentucky CDL Commercial Driver's License - Class B with P and S endorsements.

*Original Date: 07/2011*

*Revision Date: 07/2012*

*[Revision Date: 08/2015](#)*