

TRIGG COUNTY PUBLIC SCHOOLS

POSITION: DIRECTOR OF TRANSPORTATION

REPORTS TO: SUPERINTENDENT or DESIGNEE

POSITION SUMMARY: To provide direction and administrative oversight for the overall efficient operation and activities of the pupil transportation program

QUALIFICATIONS:

- Appropriate Kentucky Administrative Certification.
- Minimum of five (5) years of administrative or supervisory experience preferred.
- Valid Kentucky Driver's License with Kentucky Commercial Class B Driver's License, including passenger endorsement and School Bus Certificate, or the ability to obtain license, endorsement and certification within three (3) months of employment.
- Experience driving a school bus is preferred
- Experience and other qualifications as the superintendent may find appropriate and acceptable.

SUPERVISES: Bus Drivers, Bus Driver Trainers, Mechanics, and Bus Monitors.

PERFORMANCE RESPONSIBILITIES:

- Implement and interpret State laws and Kentucky Board of Education regulations that are related to pupil transportation.
- Implement and administer the policies and procedures of the local Board of Education.
- Assist in the development of the local pupil transportation policies and procedures (including the planning, budgeting and forecasting the needs of the pupil transportation operation).
- Advise the superintendent and local Board of Education on matters involving pupil transportation, (including, but is not limited to: assisting in the evaluation of roads during inclement weather, assisting in school site selection and development planning).
- Work with administrators, teachers, drivers, maintenance and service personnel, students, parents, and various public and private agencies to improve the quality of the pupil transportation program.
- Select and supervise school bus drivers (including securing substitute drivers) in accordance with state and local Board of Education regulations as well as local, state, and federal laws.
- Develop written, uniform school bus operating procedures.
- Work with the driver trainer(s) in developing safe and efficient routing of buses; determine when adjustments are necessary and the best way to make these adjustments. Determine travel time for students, walking distance to bus stops, bus time schedules, students to be picked up by each bus and hazardous walking areas. Maintain and distribute schedules to drivers and students being transported and identify all hazards on the route such as railroad crossings, narrow bridges, etc.
- Keep pupil transportation maps up to date.
- Develop rules and expectations for students riding school buses. Maintain discipline by implementing a well- conceived and understood procedure for dealing with violations of the rules or expectations.
- Develop and implement a fleet safety program. Keep a daily log on occurrences, incidents, complaints, etc. Require and maintain the necessary records and reports from drivers. Investigate all school bus incidents and road breakdown. Maintain up-to-date operational procedures for the purpose of reducing incidents and preventing road failures.

- Facilitate the operation of the pupil transportation system by driving routes when needed, riding the buses, following the buses, and/or being present at or near the school bus loading areas and at locations along the routes or assign Driver Trainer(s) these responsibilities.
- Investigate all requests and complaints concerning the pupil transportation program.
- Determine the number of school buses needed and the replacement schedule for the buses being utilized.
- Develop and implement a comprehensive preventative maintenance program.
- Supervise the maintenance program and the maintenance facilities.
- Schedule co-curricular and extra-curricular trips in accordance with the developed policies and procedures.
- Act as liaison with the public, schools, public safety agencies, and the news media.
- Attend safety seminars; training courses; and national, regional and state conferences and safety meetings, as these relate to the continued development and efficiency of the director or supervisor of pupil transportation.
- Maintain relations with organizations which can assist in creating and maintaining a good health and safety program related to pupil transportation
- Perform related duties as assigned.

TERMS OF EMPLOYMENT: 220 Day contract with salary determined by the adopted certified and administrative salary schedules of the Trigg County Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of certified personnel.

Board Approval Date: