TITLE: **Assistant Director of Transportation**

QUALIFICATIONS:

1. Bachelor’s degree
2. Has demonstrated the ability to communicate and work effectively with staff and community
3. Has at least three (3) years of experience in either business, industry, education, or a government agency
4. Has sufficient computer knowledge to operate and oversee transportation software
5. Holds a valid Commercial Driver's License Class B, Endorsements P and S that is valid for interstate driving and a Kentucky School Bus Driver Certificate **or** must obtain a valid Commercial Driver’s License Class B, Endorsements P and S that is valid for interstate driving and a KY School Bus Driver Certificate within ninety one (1) year of employment
6. Hold or willing to obtain a Kentucky State Certified Driver's Training Certificate

REPORTS TO: Director of Transportation

JOB GOAL: To assist the Director of Transportation 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 School District

PERFORMANCE RESPONSIBILITIES:

1. In partnership with the entire Transportation team, ensure that the Transportation Department operates in the safest manner possible at all times.
2. Assist the Director of Transportation in the development and administration of a transportation program that meets all of the requirements of daily instructional programs and extracurricular activities.
3. Oversee all aspects of vehicle purchasing, repair and surplus to include school busses, motor pool vehicles and facilities maintenance.
4. Supervise garage personnel and conduct annual evaluations. Plan and implement professional development training for all garage staff.
5. Prepare proposals for Director of Transportation in planning for future needs in the areas of personnel, facilities, tools, equipment and shop vehicles.
6. Maintain vehicle maintenance records in accordance with Kentucky Administrative Regulations.
7. Prepare and submit all required Kentucky Department of Education reports in a timely manner.
8. Oversee the use of technology to include Team Works, Fuelmaster, REI, Motorola and vehicle diagnostic software. Review maintenance agreements and warranties as required.
9. Maintain adequate parts inventory for vehicle repairs following state and school board guidelines for purchasing.
10. In partnership with the Purchasing Agent, prepare bid packages for parts, automotive fluids and fuel.
11. Review, authorize and forward all invoices to the bookkeeper for payment.
12. Coordinate with the bookkeeper to obtain quotes and open purchase orders for all purchases and outside repairs.
13. Monitor gasoline and diesel fuel levels, ordering fuel in a timely manner to avoid shortages. Maintain fueling equipment and facilities. Maintain certification as Primary Underground Storage Tank Designated Compliance Manager ensuring compliance with EPA regulations. Maintain records, schedule and report required tests, schedule equipment repairs and report spills for above and below ground fuel and waste storage tanks.
14. Plan for replacement of school busses dependent of school district needs.
15. Receive new busses and motor pool vehicles, reviewing invoices for payment. Inspect, register and obtain titles for new vehicles and maintain files. Assign busses according to department procedures and prepare busses for surplus according to board policy.

1. Organize bus parking and distribute bus parking lists.
2. Coordinate with routers, dispatchers, coordinators and garage staff to provide bus assignments for route, preventative maintenance, accidents and breakdowns.
3. Cooperate with school principals and other responsible parties for planning special school trips.
4. Actively assist the Director in resolving all personnel problems connected with the transportation of students and act as a liaison with parents for complaints.
5. Assist the Director in interviewing candidates for employment in the Transportation Department
6. Comply with all state laws and regulations regarding school transportation.
7. Assist the Director in the assessment of road conditions for decisions related to school closings/delays during inclement weather.
8. Insure the district complies with all state laws and regulations regarding school transportation.
9. Perform other duties consistent with the position assigned as may be requested by the supervisor.

TERMS OF EMPLOYMENT:

* Salary– Supervisors’ Salary Schedule
* 8 hrs. per day
* 40 hrs.per wk.
* ~~260 days~~ 246 days
* 12 months
* Board approved 5-14-98, Rev 9-11-08, Rev 11-01-11, Rev 6-11-2015, Rev 10-13/2016