TITLE: **Director of Transportation**

QUALIFICATIONS:

1. Bachelor’s degree in Management, Leadership or a related field
2. Five years supervisory work experience preferred
3. Has demonstrated the ability to communicate and work effectively with staff and community
4. Has at least three years of experience in either business, industry, education, or a government agency
5. Has sufficient computer knowledge to operate and oversee transportation software
6. 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 one (1) year of employment
7. Hold or willing to obtain a Kentucky State Certified Driver's Training Certificate

REPORTS TO: Chief Operating Officer/Deputy Superintendent

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 School District

PERFORMANCE RESPONSIBILITIES:

1. Develop and administer a transportation program to meet all of the requirements of the daily instructional program and extracurricular activities
2. Prepare bus routes for all schools in the District
3. Prepare and update bus schedules for all schools in the District
4. Oversee and operate electronic routing software
5. Supervise all transportation personnel and make recommendation for their employment, transfer, promotion, and release
6. Oversee the training of all transportation personnel. Prepare and administer the transportation budget, including payroll
7. Authorize purchases in accordance with budgetary limitations and District rules
8. Maintain safety standards in conformance with state and insurance regulations and develop a program of preventive safety
9. Cooperate with school principals and other responsible parties for planning special school trips
10. Take an active role in solving all personnel problems connected with the transportation of students and act as a liaison with parents for complaints
11. Interview and recommend all staff members necessary to the transportation program
12. Develop recommendations for future equipment and personnel needs based on a survey of District needs
13. Conform with all state laws and regulations regarding school transportation
14. Submit all reports required by state and local authorities
15. Advise superintendent on road hazards for decision on school closing during inclement weather
16. Attend appropriate committee, staff, and Board meetings
17. Insure the district conforms with all state laws and regulations regarding school transportation
18. Perform other duties consistent with the position assigned as may be requested by the supervisor

TERMS OF EMPLOYMENT:

* Salary – Management Salary Schedule
* 8 per day
* 40 per wk.
* ~~260 days~~ 246 days
* 12 months
* Board approved 5-14-98, Revised 9-11-08, Revised 6-11-2015, Revised 4/21/2016