## DANVILLE SCHOOLS CLASSIFICATION PLAN

**CLASS TITLE: TRANSPORTATION MANAGER**

**CLASS CODE: 7902**

**BASIC FUNCTION:**

Organize, plan, direct and implement operations and activities involved in student transportation; communicate with parents, community representatives, local officials and the general public.

**REPRESENTATIVE DUTIES:**

* Work directly with the Director of Transportation to recruit driver applicants. Assist with the interview process.
* Plan and approve transportation route and bus stop locations
* Prepare required reports and assure the preparation and maintenance of department records; prepare and deliver oral reports as required.
* Perform general maintenance to include, fueling, cleaning and checking fluid levels for proper operation requirements to school buses and maintain related records.
* Maintain fuel and mileage records of District vehicles; maintain daily task checklists.
* Maintain assigned area in a clean and safe manner; perform general maintenance of grounds including trash clean up.
* Check vehicle tires and maintain proper pressure.
* Assure proper procedures are followed when receiving fuel.
* Transport buses to outside agencies for repair.
* Assure safety procedures are followed; provide information of any unsafe conditions to supervisor.
* Notify appropriate District personnel of need for more extensive repair or maintenance.
* Conduct driver-training instruction in accordance with the curriculum developed by the Division of Pupil Transportation (includes 8 hour update).
* Evaluate driving performance of bus drivers who are experiencing traffic safety problems.
* Train and assist new drivers concerning student behavior management problems and situations.
* Coordinate communication between drivers.
* Prepare and maintain a variety of bus driver records, including drivers license and certificate expiration, medical expiration and training hours required for the renewal of bus driver certificate; operate computer terminal; prepare transportation reports.
* Conduct school bus driver certificate renewal training programs; conduct safe driving and safe working methods and procedures training programs periodically and as specifically required.
* Attend and conduct safety meetings and attend workshops to remain current concerning driving regulations and laws.
* Assist supervisor as required; dispatch drivers; provide work direction to Bus Drivers; set up routes for special education students.
* Receive documents, investigate and make recommendations on complaints from parents, school personnel and driver and monitors.
* Drive a regular route daily.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Laws, rules, regulations and guidelines governing student transportation
* Policies and procedures concerning time lines and routing of buses
* Streets and distances involved in routing buses
* Requirements of a variety of training programs
* Principles and practices of supervision and training
* Oral and written communication skills
* Basic methods involving budget monitoring and control

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* Safe driving practices and methods.
* Principles, methods, techniques and strategies for training of school bus drivers.
* Provisions of the Kentucky Motor Vehicle Code and laws applicable to the operation of vehicles in the transportation of students and in the training of school bus drivers.
* Basic automotive service techniques.
* Technology skills to maintain transportation records, bus routes and other electronic resources such as bus surveillance systems

**ABILITY TO:**

* Plan and direct training programs
* Plan and approve transportation routes and bus stops
* Assure department meets legal requirements concerning student transportation
* Maintain current knowledge of program rules, regulations, requirements and restrictions
* Analyze situations accurately and adopt an effective course of action
* Communicate effectively with those contacted in the course of work within and outside the District
* Coordinate and disseminate information using technology
* Prepare and deliver oral presentations

**EDUCATION AND EXPERIENCE:**

* Any combination equivalent to: college-level training in transportation and/or three years of experience in transportation activities including at least one year in a lead or supervisory capacity.

**LICENSES AND OTHER REQUIREMENTS:**

* Valid Kentucky driver’s license with CDL School Bus Endorsement (or ability to get within 3 months)
* Maintain Bus Driver Trainer certification

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. Occasionally the employee will bend or twist at the neck more than the average person. While performing the duties of this job, the employee may occasionally push or lift up to 50 pounds. The employee is directly responsible for safety, well-being, or work output of other people.

Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate to loud. Duties are performed indoors and outdoors.

The Danville Board of Education does not discriminate on the basis of age, sex, race, color, marital status, national origin, religion, veteran’s status or disability in hiring practices. Danville Schools are an Equal Opportunity School System.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.