

**ESTILL COUNTY BOARD OF EDUCATION
ADMINISTRATIVE REGULATION - 0090**

JOB DESCRIPTION: Transportation Manager

QUALIFICATIONS:

1. A high school diploma, GED, or such alternatives/ requirements as the Board may find appropriate and acceptable.
2. Successful prior experience desired in the management, operation and the supervision of a transportation system.

REPORTS TO: Superintendent

JOB GOALS: To enable each student, through safe and efficient transportation, to take full advantage of the complete range of curricular and extra-curricular activities offered by the district's schools; and to support the Mission Statement of the Estill County School System.

PERFORMANCE RESPONSIBILITIES:

1. Attends work daily, being in prompt attendance, and remains on duty as specified by the Superintendent or the Superintendent's designee.
2. Develops and administers a transportation program to meet all the requirements of the daily instructional program and extra-curricular activities.
3. Supervises the preparation of bus routes for all schools in the district.
4. Prepares and updates bus schedules for all schools in the district.
5. Recruits, trains and supervises all transportation personnel and makes recommendations on their employment, transfer, promotion and release.
6. Supervises the garage staff in carrying out a program of repair and preventive maintenance of all district owned vehicles.
7. Authorizes purchases in accordance within the budgetary limitations of the district transportation budget and district and state procurement rules.
8. Maintains safety standards in conformance with local Board and state rules and insurance regulations and develops a program of preventive safety.
9. Cooperates with school principals and others responsible for planning transportation needs for the regular school program and special school trips.
10. Develops recommendations for future vehicle and equipment needs.
11. Acts as a liaison with parents for complaints and special requests.
12. Conforms to all state laws and regulations regarding school transportation.
13. Completes and dispatches such insurance reports that are required.
14. Prepares and submits all reports required by state authorities.
15. Advises Superintendent on road hazards on school closings during inclement weather.
16. Attends appropriate committee and staff meetings.
17. Develops a system to insure that substitute drivers will take the routes and duties of regular drivers when the regular drivers are unavailable for their routes.
18. Develops an equitable system of extra-curricular bus trip assignments.
19. Maintains confidentiality of students and/or staff.
20. Performs other duties as may be assigned by the Superintendent or Administrative Director.

TERMS OF EMPLOYMENT: Days and salary pursuant to district salary schedules.