

Assistant Transportation Director

Reports to - Director of District Wide Services, DPP, Director of Transportation & Facilities

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

PERFORMANCE RESPONSIBILITIES

1. Organize, plan, direct, and implement operations and activities involved in student transportation to assure safe and efficient transportation services.
2. Provides needed training for transportation employees to ensure services are provided in compliance with federal and state regulations and District policies and procedures.
3. Plan and approve transportation routes and bus stop locations in cooperation with school principals, Director of Student Services, Director of Special Education, and others.
4. Recruits recommends and assigns transportation employees. Maintains driver records.
5. Train, assign, direct, review, and evaluate the work of assigned employees.
6. Oversees Board-owned vehicles, bus fleet maintenance, and bus replacement schedules. Maintains all records on each board-owned vehicle.
7. Plans and administers a program of maintenance for transportation equipment and other board-owned vehicles.
8. Represents Transportation with the Kentucky Department of Education and supervises the preparation and filing of all reports required by the state or District and delivers oral reports as required.
9. Communicate with parents, community representatives, local officials, and the general public; coordinate communications and information and promote positive relationships.
10. Receive and resolve issues, concerns, and complaints concerning student transportation services; direct to appropriate personnel and monitor resolution.
11. Assist with budget preparation as required; monitor and control budget according to established guidelines
12. Notifies the appropriate staff of severe weather conditions that would impair the safe operation of school buses.
13. Communicates with appropriate staff on all relevant issues.
14. Performs other duties as assigned by the Superintendent or designee

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function 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 sit, walk, stand, talk, or hear. Specific vision abilities required by this job include close vision, distance vision. Frequently driving or the ability is performed while meeting the demands of this job. (Bus, Van, Truck, Car)

Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. Occasionally the position requires the employee to work irregular or extended hours, direct responsibility for the safety, well-being, or work output of other people, and meet multiple demands from several people.

MINIMUM QUALIFICATIONS

1. High School Diploma or G.E.D.
2. One (1) year of experience in the operation of a motor vehicle.
3. Valid Kentucky Commercial Class B driver's license, including passenger endorsement, School Bus Certificate.
3. Experience in supervision of workforce
4. Working knowledge of current materials, laws, and codes of transportation
5. Valid driver's license
6. Must pass CDL Physical

Approved by: _____ Date: _____
Board Chairperson

Reviewed and agreed by: _____ Date: _____
Employee