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| **Position Title:** | Transportation Director |
|  | Exempt ⦿ Non-Exempt ◯ |
| **Job Class Code:** | 7902 |
| **School/Department:** | Transportation |
| **Reports to:** | Superintendent and/or designee |
| **Approved by:** | RIS Board of Education, 09/24/19  |

**Summary**

Directs the transportation staff in the safe delivery of students to and from school.

**Essential Duties & Responsibilities**

* Administers coordinates and supervises all aspects of transportation services, including maintenance of all board-owned vehicles.
* Assesses transportation system needs; develops the Districts’ long-range transportation services plan; establishes department goals and objectives; recommends transportations policies for Board action; determines priorities and implements changes to meet goals and objectives to maximize system efficiency and cost-effectiveness.
* Represents Transportation with the Kentucky Department of Education and supervises the preparation and filing of all reports required by the state or District.
* Prepares budget requests; formulates purchases specifications; authorizes expenditures for transportation operations; plans for procurement of transportation equipment and supplies.
* Oversees Board-owned vehicles, bus fleet maintenance, and bus replacement schedules.
* Maintains all records on each board-owned vehicle.
* Plans and administers a program of maintenance for transportation equipment and other board-owned vehicles.
* Recruits, selects, and assigns transportation employees.
* Maintains driver records.
* Provides needed training for transportation employees to ensure services are provided in compliance with federal and state regulations and District policies and procedures.
* Plans for student and driver safety on and around buses.
* Works with Principals to ensure safe plans for bus arrivals and student dismissals.
* Represents Transportation with the community and school organizations to ensure sensitivity to local attitudes and objectives; represents Transportation programs at all levels within the District.
* Notifies the appropriate staff of severe weather conditions that would impair the safe operation of school buses.
* Plans bus routes and time schedules, working with school principals, Director of Student Services, Director of Special Education, and others.
* Performs other duties as assigned by the Superintendent/designee.

**Required Knowledge & Abilities**

***Knowledge of:***

* Safe practices concerning school bus transportation.
* Laws, rules, regulations, and guidelines governing student transportation.
* Policies and procedures concerning timelines 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.

***Ability to:***

* Plans and directs training programs.
* Plans and approves transportation routes and bus stops.
* Assures department meets legal requirements concerning student transportation.
* Maintains current knowledge of program rules, regulations, requirements, and restrictions.
* Trains, supervises, and evaluates personnel.
* Analyzes situations accurately and adopts an effective course of action.
* Communicates effectively with those contacted in the course of work within and outside the district.
* Coordinates and disseminates information.
* Prepares and delivers oral presentations.
* Works independently with little direction.

**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.

* Work is performed while standing, sitting and/or walking.
* Requires the ability to communicate effectively using speech, close/distance vision, and hearing.
* Requires the use of hands for simple grasping and fine manipulations.
* Requires bending, squatting, crawling, climbing, and reaching.
* Requires the ability to lift, carry, and push or pull weights up to 50 pounds.
* Requires a high level of physical endurance to meet the demands of extended workdays (coverage of building activities and extra-curricular activities, etc.).
* Requires the ability to handle and balance multiple demands at the same time.

**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 this environment is quiet to loud depending upon the activity in a particular part of the workday.

**Education and/or Experiences**

* Minimum of a High School diploma or G.E.D. certificate.
* Has five-years of transportation experience.

**Licenses and Other Recommendations**

* Valid Kentucky commercial Class B driver's license (CDL), including passenger endorsement
* Meets the requirements for a criminal record check and five-year driving check as specified by Kentucky State Law.
* Meets all state and local physical examination and health requirements.
* Participates in and successfully completes training programs and tests as specified by the Kentucky Department of Education and local district.