

Director of Transportation

Immediate Supervisor: Deputy Superintendent

Appointment: Director of Transportation shall be appointed annually by the Superintendent

Qualifications

Must have:

- Bachelor's degree or 5 years of transportation experience.
- General supervisory skills
- CDL with (P)passenger endorsement (S) school bus endorsement.
- 5 – 8 years of transportation experience.
- Be knowledgeable about Kentucky Department of Transportation policies and regulation regarding pupil transportation.
- Be knowledgeable about DOT regulations

Responsibilities

To direct the daily operations of the transportation department, including district fleet, to assure safe and efficient pupil transportation, vehicle maintenance, vehicle acquisition, routing, scheduling, and fiscal responsibilities in support of the school district's instructional and activity programs for students.

Primary Job Responsibility:

1. Administers, coordinates and supervises all aspects of transportation services, including maintenance of all board-owned vehicles.
2. 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.
3. Represents Transportation with the Kentucky Department of Education and supervises the preparation and filing of all reports required by the state or District.
4. Prepares budget requests; formulates purchases specifications; authorizes expenditures for transportation operations; plans for procurement of transportation equipment and supplies.
5. Oversees Board-owned vehicles, bus fleet maintenance and bus replacement schedules. Maintains all records on each board-owned vehicle.
6. Plans and administers program of maintenance for transportation equipment and other board-owned vehicles.
7. Recruits, selects, and assigns transportation employees. Maintains driver records.
8. Provides needed training for transportation employees to ensure services are provided in compliance with federal and state regulations and District policies and procedures.
9. Coordinates and assists with the district transportation annual required in-service training, other professional learning needed for transportation, safety programs, student management, drug and alcohol testing, and bus driver performance evaluations.

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10. Plans for student and driver safety on and around buses. Works with Principals to ensure safe plans for bus arrivals and student dismissals.
11. Represents Transportation with community and school organizations to ensure sensitivity to local attitudes and objectives; represents Transportation programs at all levels within the District.
12. Notifies the appropriate staff of severe weather conditions that would impair the safe operation of school buses.
13. Plans bus routes and time schedules, working with school principals, Director of Student Services, Director of Special Education, and others.
14. Performs other duties as assigned by the Superintendent or Deputy Superintendent.

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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Ability to:

- Plan and direct training programs.
- Plan and approve transportation routes and bus stops.
- Assure department meets legal requirements concerning student transportation. Maintains current knowledge of program rules, regulations, requirements, and restrictions.
- Train, supervise, and evaluate personnel.
- 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.
- Prepare and deliver oral presentations.
- Work independently with little direction

Days of Employment: Up to 238 days

Terms of Employment:

Salary and work year to be established by the board of education.

Evaluation:

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Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.