

**WOODFORD COUNTY BOARD OF EDUCATION  
AGENDA ITEM**

**ITEM #:**            **DATE:** June 17, 2024

**TOPIC/TITLE:** Job Description

**PRESENTER:** Garet Wells *GW*

**ORIGIN:**

- TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)
- ACTION REQUESTED AT THIS MEETING
- ITEM IS ON THE CONSENT AGENDA FOR APPROVAL
- ACTION REQUESTED AT FUTURE MEETING:            (DATE)
- BOARD REVIEW REQUIRED BY

- STATE OR FEDERAL LAW OR REGULATION
- BOARD OF EDUCATION POLICY
- OTHER:

**PREVIOUS REVIEW, DISCUSSION OR ACTION:**

- NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION
- PREVIOUS REVIEW OR ACTION

- DATE:
- ACTION:

**BACKGROUND INFORMATION:**

Board policies 03.11 and 03.21 require the existence of job descriptions.

**SUMMARY OF MAJOR ELEMENTS:**

Requesting approval of an amended Transportation Director job description. The current job description is outdated while this proposal more accurately reflects the current duties.

**IMPACT ON RESOURCES:**

**TIMETABLE FOR FURTHER REVIEW OR ACTION:**

**SUPERINTENDENT'S RECOMMENDATION:**  Recommended             Not Recommended

*Dary Adley*

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**WOODFORD COUNTY SCHOOLS  
JOB DESCRIPTION**

**JOB TITLE: Director of Transportation**

**SUPERVISOR: Chief Operating Officer**

**CONTRACT: 260 Days/ 8 Hrs**

**QUALIFICATIONS:**

- Must possess a Kentucky Commercial Driver's License (CDL) Class B and School Bus Driver Endorsement (P&S) or willingness to obtain
- High school diploma or GED equivalent required, Bachelor's degree or Master's Degree (preferred)
- Has met the requirements for criminal records check and child abuse and neglect check as specified by Kentucky State Law
- Must be able to pass CDL health examinations and health screenings

**BASIC FUNCTION:** Coordinate, plan, and direct the operations of student transportation in a designated geographic area to and from school and athletic events and on educational field trips; schedule and coordinate the motor pool, vehicle maintenance and miscellaneous transportation programs; supervise and evaluate the performance of assigned personnel.

**DUTIES:**

- Work with administrators, teachers, drivers, maintenance personnel, service personnel, students, parents, and various public and private agencies to improve the quality of the pupil transportation program
- Select, secure, train, and supervise school bus drivers, substitute school bus drivers, mechanics, bus garage office personnel, and other individuals under his/her supervision
- Supervise school bus drivers, substitute school bus drivers, mechanics, bus garage office personnel, and other individuals under his/her supervision as to time, attendance, efficiency, and effective performance of assigned duties
- Develop written uniform school bus operating policies and procedures
- Provide first aid training for all drivers
- Develop safe and efficient routing of buses and make any adjustments necessary for the most effective and efficient operation of transporting students

- Determine travel time for students, walking distance to bus stops, bus time schedules, students to be picked up by each bus, and hazardous walking areas
- Maintain and distribute schedules to school administrators, bus drivers, students, parents and the local media on transporting students
- Update pupil transportation maps at least annually or on an as-need basis
- Complete the required monthly and the required yearly inspections of all bus components
- Develop rules for students riding school buses and provide an orientation of the students to the rules
- Maintain a discipline reporting procedure that is consistent and fair to all students
- Develop and implement a fleet safety program
- Require all bus garage personnel to complete all necessary and appropriate reports in a timely manner
- Maintain appropriate reports and records in an efficient and orderly system
- Investigate all school bus accidents and road breakdowns
- Maintain up-to-date operational procedures for the purpose of reducing accidents and preventing road failures
- Investigate and document the findings of all requests and complaints concerning the pupil transportation program
- Develop and implement training in school bus emergency procedures and programs
- Develop and conduct an annual comprehensive driver in-service training program
- Determine the number of school buses needed and the replacement schedule for the buses being utilized
- Develop and implement a written comprehensive preventative maintenance program
- Supervise the repairs necessary on all components identified through the monthly and yearly inspection process or on an as need basis

- Maintain necessary cost records
- Complete and submit state and local reports in a timely manner
- Purchase parts and supplies in a timely manner using the appropriate procurement procedures
- Maintain operation of transportation program within the allotted budget
- Schedule extra-curricular trips in accordance with developed policy
- Schedule drivers for extra-curricular trips in a fair and consistent manner approved by the Assistant Superintendent of Student Support Services
- Upon the approval of the immediate supervisor, attend meetings and conferences that provide information and training related to pupil transportation issues (safety, routing, etc.)
- Evaluate road conditions during inclement weather and make recommendations regarding school closings
- Other duties as assigned by supervisor