

DATE:

6/26/2025

AGENDA ITEM (ACTION ITEM):

Consider/Approve revisions to current job description for Assistant Director of Transportation.

APPLICABLE BOARD POLICY:

01.11 General Powers and Duties of the Board; 03.233 "Duties": Job Description

HISTORY/BACKGROUND:

Currently, the Kenton County School District has a job description for Assistant Director of Transportation. Upon the review of the current job description, adjustments made will be more aligned with the current performance goals/expectations in the Transportation Department as well as the alignment of all Assistant Directors for the District. The current Assistant Director of Transportation is retiring on July 31, 2025 with this new job description beginning August 1, 2025.

FISCAL/BUDGETARY IMPACT:

Difference in pay scale from the current S19 to the adjusted S18 Classified Salary Schedule which is minimal or negligible and varies based on years of experience.

RECOMMENDATION:

Approval to revise the current job description for Assistant Director of Transportation.

CONTACT PERSON:

Malina Basler

Principal/Administrator



District Administrator



Superintendent

Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.

Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent's mailbox.

Kenton County School District
Job Description: Assistant Director of Transportation
Job Class Number: 8035

TITLE: Assistant Director of Transportation

QUALIFICATIONS:

- ~~1. Demonstrates knowledge of bus mechanics~~
 - ~~2. Demonstrates aptitude or competence for performing assigned responsibilities and tasks~~
 - ~~3. Is a certified school bus driver by the state of Kentucky~~
 - ~~4. Is either a certified licensed school bus driver instructor or agrees to become one within one (1) year after accepting the position~~
 - ~~5. No DUI or felony convictions~~
 - ~~6. If not previously employed by the Board must take and pass a pre-employment drug/alcohol test~~
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1. Holds a valid Kentucky Administrative certificate endorsed for the position of school administration preferred or Bachelor's degree in logistics, transportation, business or related field
 2. Administrative experience in school programs, supervisor of transportation/logistics, bus mechanics, or in business/industry preferred
 3. Holds a valid Commercial Driver's License Class B, Endorsements P and S that is valid for interstate driving and a Kentucky School Bus Driver Certificate or must obtain a valid Commercial Driver's License Class B, Endorsements P and S that is valid for interstate driving and a KY School Bus Driver Certificate within one (1) year of employment

REPORTS TO: Director of Transportation, or designee

SUPERVISES: All Transportation Personnel below the level of Assistant Director of Transportation

JOB GOAL: ~~To insure that all students are able to take full advantage of the complete range of curricular and extracurricular activities offered by the school district. Also, makes sure all transportation vehicles are maintained in a high state of efficiency and safety and to insure that the bus garage is operated in a safe and efficient manner~~ To enable each student, through safe and efficient Transportation, to take full advantage of the complete range of curricular and extracurricular activities offered by the school district

PERFORMANCE RESPONSIBILITIES:

1. Assists with the development and administration of the transportation program to meet all the requirements of the daily instructional program and extracurricular activities
2. Assists with the preparation of bus routes
3. Assists with the preparation and updates of bus schedules
4. ~~Is the~~ Serves as an primary instructor in teaching state and federal driver training programs along with in-service and update classes, driver maintenance tasks, and general driver protocols
- ~~5. Works with Director of Transportation to coordinate all Special Education and Preschool bus routes~~
- ~~6. Works with the~~ Assists drivers and coordinators with on routing and working out developing solutions to related problems
- ~~7. Works with the Director in preparing and updating bus schedules for all schools in the district~~
- ~~8. Works with parents, drivers, students and other school personnel in the handling of bus problems and complaints~~
- ~~9. Works with the Director~~ Assists in with preparing and administering the transportation budget, including payroll

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10. ~~Works with Director in~~ **Assists with** the recruiting, **selection**, screening ~~training~~, and evaluating ~~garage of Transportation~~ personnel
11. ~~Works with shop supervisor in setting up appointments for brake inspections, servicing and bus repairs~~
12. **Maintains inventory of vehicles, supplies, and equipment**
13. Maintains and compiles parochial school ~~totals~~ **reports** so that proper reimbursement ~~can be given~~ **is provided to the District**
14. ~~Performs as a working leader~~
15. ~~Instructs drivers in maintenance tasks which the driver must perform~~
16. ~~Attends appropriate committee, staff and Board meetings~~
17. Investigates all accidents involving school buses
18. ~~When necessary, submits reports required by state and local authorities~~
19. Takes an active role in solving personnel problems connected with the transportation of students and acts as a liaison with parents for complaints
20. ~~Promotes high standards of safety and good housekeeping methods in all work~~
21. **Maintains safety standards in conformance with state and insurance regulations and develops a program of preventive safety**
22. Gathers and compiles necessary information for monthly reports
23. **Conforms with all state laws and regulations regarding school transportation**
24. ~~When required, Works with~~ **and supports the Shop Supervisor with all elements of the bus garage operation** ~~in analyzing mechanical problems so that the problem is corrected~~
25. ~~Handles the duties of Shop Supervisor in the event of his/her absence~~
26. ~~Keeps records of vacation, sick, bereavement and personal days for garage personnel~~
27. ~~Verifies time cards of garage workers~~
28. **Attends to all record keeping functions, correspondence, data requests and any other requests related to duties of the position**
29. ~~Advises Superintendent or Director~~ **or designee** on road hazards for decision on school closing during inclement weather
30. ~~Handles~~ **Performs** the duties of Director of Transportation **and/or Shop Supervisor** in the event of his/her absence
31. **Attends all required meetings, and attends and/or presides over other meetings as the supervisor designates**
32. Performs other duties as assigned by the supervisor

TERMS OF EMPLOYMENT:

- Days per fiscal year: 230
- Salary Schedule: ~~\$19~~ **Certified Salary Scale and Assistant Director Index or \$18** on Classified Professional Salary Schedule
- FLSA Status: Exempt

EVALUATION:

Performance of the position will be evaluated annually by the Director of Transportation, or designee

APPROVED: 02/12/1990

REVISED: 07/23/2003, 04/23/2007, 06/01/2015, 08/03/2015, 06/14/2018, 06/01/2020