

Director of Transportation

Job Goal: To enable each student, through safe and efficient transportation, to take full advantage of the complete range of curricular and extra-curricular activities offered by the district's schools.

Job Type: Classified

Job Class Code: 7902

Position Type: Salary

Reports to: Assistant Superintendent for Support Services

Supervises: Assistant Director, Bus Drivers, and Garage Staff

Terms of Employment: Compensation will be determined based on 260 contract days on the board approved 21TR salary schedule. This position requires an 8-hour workday.

Minimum Qualifications:

1. Four-year undergraduate degree or a valid Kentucky Teaching Certificate preferred, but not required.
2. Successful prior experience desired in the management, operation and the supervision of a transportation system.
3. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

Performance Responsibilities:

1. Develops and administers a transportation program to meet all the requirements of the daily instructional program and extra-curricular activities.
2. Supervises the preparation of bus routes for all schools in the district.
3. Prepares and updates bus schedules for all schools in the district.
4. Recruits, trains, and supervises all transportation personnel and makes recommendations on their employment, transfer, promotion and release.
5. Supervises the garage staff in carrying out a program of repair and preventive maintenance of all district owned vehicles.
6. Authorizes purchases in accordance with the budgetary limitations of the district transportation budget and district and state procurement rules.
7. Maintains safety standards in conformance with local board and state rules and insurance regulations and develops a program of preventive safety.
8. Cooperates with school principals and others responsible for planning transportation needs for the regular school program and special school trips.
9. Develops recommendations for future vehicle and equipment needs.
10. Acts as a liaison with parents for complaints and special requests.
11. Conforms with all state laws and regulations regarding school transportation.
12. Completes and distributes such mandated reports that are required.
13. Prepares and submits all reports required by state authorities.



14. Advises deputy superintendent on road hazards for decision on school closing during inclement weather.
15. Attends appropriate committee and staff meetings.
16. Develops a system where the substitute drivers will take the routes and duties of regular drivers when the regular drivers are unavailable for their routes.
17. Other duties may be assigned by the Assistant Superintendent for Support Services.

Adopted: August 1, 1980

Revised: September 1, 1984, September 1991, July 1993, June 30, 1998, September 5, 2012, October 30, 2014, June 19, 2017, July 21, 2022, March 23, 2026