

Transportation Area Manager/Bus Routing/ Special Programs Coordinator

Job Goal: To assist the Transportation Director in organizing and implementing a safe and efficient transportation system for all Oldham County students.

Job Type: Classified

Job Class Code: 7762

Position Type: Hourly

Reports to: Transportation Director/Assistant Transportation Director

Terms of Employment: Compensation will be determined based on 260 contract days on the board approved 112 salary schedule. This position requires an 8-hour workday

Minimum Qualifications:

1. High School Diploma
2. General supervisory skills
3. Computer Skills: Word, Excel, Outlook
4. Commercial Driver's License – Class B with Passenger & School Bus (S) Endorsement (May acquire after obtaining position)
5. State Certified Driver Trainer – (May acquire after obtaining position)

Performance Responsibilities:

1. Coordinate the development of safe bus routes consistent with applicable federal, state, and district policies for all special programs, preschool and district schools as assigned.
2. Process transportation request and perform bus stop evaluations for special program routes, preschool routes and other bus routes as assigned.
3. Maintain and update all assigned bus routes and schedules along with transportation information in Infinite Campus in accordance with applicable federal, state, and district procedures.
4. Responsible for supervising and evaluating assigned transportation staff and development of subsequent corrective action plan if necessary.
5. Attend ARC meetings when transportation services will be included as a related service in the IEP.
6. Assist training coordinator in the planning and training of bus drivers and bus attendants.
7. Maintain and update all bus attendants training records.
8. Acts as a liaison with parents for concerns and special requests.
9. Respond to bus collisions and completes necessary reports in the absence of Assistant Director.
10. Promotes high standards of safety and good housekeeping methods in all work-connected areas.
11. Verifies timecards of assigned transportation staff.
12. Performs such other reasonable duties within the scope of the transportation department as may be assigned by the Director of Transportation.
13. Acts as Transportation Director in the absence of director and assistant director.

Adopted: July 1, 2006

Revised: June 7, 2011, September 5, 2012, October 30, 2014, June 19, 2017, July 1, 2021, March 2026