

Job Title:	<b>DIRECTOR OF TRANSPORTATION</b>	Reports to:	<b>Superintendent</b>
FLSA status:	<b>Exempt</b>	Supervisor duties:	<b>Staff</b>
Classification:	<b>Classified</b>	Approved on:	<b>10/13/2020</b>
Position Summary:	Ensures the smooth and efficient operation of the School District's transportation program, and is the primary person responsible for providing safe and efficient transportation of students and staff and for the training and oversight of district bus drivers and vehicle maintenance personnel, in support of District Board goals.		

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- On an ongoing basis, monitors the transportation needs of the District, recommending and coordinating improvements and changes
- Establishes bus routes in a safe and cost effective manner to provide adequate transportation for all students attending classes or other school sponsored activities, including students with special needs
- Recruits, selects, and provides required training for drivers and mechanics
- Evaluates all department employees per district policies and practices
- Monitors appropriate licenses for all departmental employees and the District
- Coordinates student discipline problems with parents and building administrators
- Investigates and report accidents and incidents in a timely fashion
- Coordinates maintenance and repairs on all district owned vehicles
- Completes all Arizona State Transportation required reports in a timely and accurate manner
- Maintains an accurate transportation department inventory
- Adds and deletes district vehicles to the District's insurance company policy as necessary
- Develops and maintains district vehicle replacement schedule
- Purchases replacement vehicles per established purchasing guidelines and protocols
- Ensures that proper V.S.F.R. procurement procedures are followed
- Maintains and submits proper payroll and personnel records
- Uses latest available technology to enhance the effectiveness of the Transportation Department
- Makes presentations at Governing Board, administrative, and district meetings, as required
- Communicates effectively with the Superintendent and the District's administrative team
- Stays informed of developments in the profession by attending professional meetings, reading professional journals and communicating with other experts in the field
- Other duties as assigned

**KNOWLEDGE, SKILLS & ABILITIES:**

- Knowledge of applicable federal and state transportation safety regulations
- Ability to manage budgets and personnel
- Ability to do perform multiple administrative functions simultaneously
- Ability to do detailed mathematical computations
- Ability to maintain confidentiality
- Ability to communicate effectively verbally and in writing
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- BA or BS degree preferred
- Class "B" C.D.L. with air brake and (P) passenger endorsement
- Arizona School Bus Driver certification

- Evidence of insurability
- Previous experience in transportation management
- Any equivalent combination of training, education and experience that meets minimum requirements

**Computer Proficiency:** MS Office Suite, Google Suite

### **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to climb, sit, stand, bend, walk and operate foot controls simultaneously. The employee is required to pass a Physical Performance Test every two years.

### **WORK ENVIRONMENT:**

Indoors and outdoors, with exposure to all weather conditions and temperatures. Exposure to all types of traffic conditions. Exposure to noise, dust, gas and fumes. The noise level in the work environment is generally moderate and may become excessively noisy at times. Contact with employees, students and public.

*Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.*