

Job Description –Transportation Director**Revised: 1/4/18**

TITLE: Transportation Director

QUALIFICATIONS: 1. High School Diploma or GED
2. Five years' experience in public school transportation

REPORTS TO: Superintendent

SUPERVISES: All personnel associated with student transportation

JOB GOALS: To make student transportation system efficient, safe, and economical.

PERFORMANCE RESPONSIBILITIES:

1. Serves as purchasing agent for transportation department.
2. Prepares purchase orders on all parts, labor, oil, and gas.
3. Maintains transportation expenditures.
4. Maintains time sheets on all transportation employees.
5. Maintains sick leave and substitute records.
6. Handles and resolves mechanical complaints.
7. Makes bus assignments for students.
8. Makes transportation surveys and assigns routes to drivers.
9. Arranges transportation for athletic events and any other events.
10. Handles parent complaints concerning bus drivers.
11. Maintains personnel records with assurances of health exams, proper CDL license, logs of performance, attendance at safety seminars, and other related data.
12. Ensures that all buses are serviced routinely.
13. Trains new drivers and hold refresher seminars for existing drivers.
14. Recommends employment of regular drivers and substitute drivers to the Superintendent.
15. Attends seminars relative to improving transportation director's performance.
16. Schedules substitute drivers.
17. Approves personal leave of regular drivers.
18. Disposes of old buses, as stipulated in Board Policy.
19. Prepares data relative to bus purchase(s) and makes recommendations to the Superintendent.
20. Prepares monthly reports for the Board.
21. Performs other duties, as assigned by the Superintendent.

TERMS OF EMPLOYMENT: Ten, eleven, or twelve-month year. Salary and work year to be established by the Board

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of professional personnel.