

## SCHOOL DISTRICT TRANSPORTATION DIRECTOR

483-H

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position involving responsibility for safe and efficient operation and maintenance of the transportation system of a school district. The safety factor is of the utmost importance because children are involved. Consequently, the incumbent at all times is required to observe special cautionary measures in overseeing the transportation program and related repair and maintenance activities. The work is performed under the general supervision of the Superintendent of School and School Business Administrator, allowing considerable leeway for the exercise of independent judgment. Direct supervision is exercised over all subordinate transportation personnel. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Prepares bus routes and time schedules for buses, including changes to routes and schedules, for the transportation of pupils in the school district;

Supervises skilled maintenance, cleaning and repair of school district vehicles and insures vehicles meet all acceptable safety standards and requirements;

Develops training programs for new drivers;

Monitors required driver and attendant training and medical clearance and keeps records for state audits;

Prepares the annual transportation budget;

Coordinates special transportation activities, such as athletic events and field trips;

Assigns substitute bus drivers and attendants, when needed;

Supervises loading and unloading protocols of buses and recommends bus stops to ensure safety;

Prepares periodic reports which include routine data information such as: daily mileage usage; daily bus utilization; repair costs; inspections and employee payroll;

Prepares and submits all State and school district transportation reports, including accident reports;

Maintains personnel, inventory and other records as required;

Handles complaints on transportation related problems;

Keeps records on equipment used;

Establishes and maintains a program to handle disciplinary problems of students to be used by bus drivers and attendants;

Submits orders for all purchases of parts, materials and supplies and tracks requisitions and packing slips;

Participates in the hiring process of transportation personnel;

Participates on the negotiation committee and handles grievance from transportation employees;

Insures that transportation personnel comply with the policies of the School Board as they relate to safety, courtesy, reporting, self-responsibility;

Maintains safety standards in conformance with state and insurance regulations and develops a district program of prevention safety;

Advises the Superintendent on road hazards for decisions on school closing during inclement weather;

Develops recommendations for future equipment and personnel needs based on accurate and accountable data.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARAC-

TERISTICS: Thorough knowledge of standard transportation methods and the operation of buses; good knowledge of automotive repair methods and of the terminology and tools of the trade; good knowledge of the geography of the school district; good knowledge of the safety procedures and practices in the operation of the automotive equipment and driver/student safety; and thorough knowledge of state transportation laws, school bus safety procedures, traffic laws and regulations; good knowledge of the principles and practices of supervision; ability to plan, supervise and evaluate the work of subordinates; ability to get along well with others;

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience in the operation, dispatch or repair of buses and other equipment used in the transportation of passengers, two (2) years of which must have been in a supervisory capacity.

*SPECIAL REQUIREMENTS FOR APPOINTMENT: Candidates must possess a class B with a P and S endorsement at the time of appointment and maintenance of such license throughout the tenure of employment in the position.*

*NOTE: Certain School Districts may require that candidates be certified as a Bus Driver Trainer or Examiner.*