

## **2700      JOB DESCRIPTION – TRANSPORTATION DIRECTOR**

**Supervised by:** Superintendent of Schools

**Purpose:** The Transportation Director reports to the Superintendent but works with the building Principals and the Athletic Director to schedule bus routes and activity trips. This position may be combined with a regular route driving position.

### **Qualifications:**

1. High school diploma or General Education Degree (GED) and previous related experience and/or training.
2. Demonstrate aptitude or competence for assigned responsibilities.
3. Be versatile in dealing with the varying demands of the school district.
4. Must hold a valid Commercial Driver's License with a school bus endorsement.
5. In addition to the above qualifications, the administration/board may require additional qualifications that they find appropriate and acceptable.

### **Essential Functions**

1. Communicate with the Superintendent on a regular basis.
2. Communicate to the Superintendent any situations which take place on the bus routes or activity trips. Student discipline to be reported weekly.
3. Inform the Superintendent of changes in road conditions on the bus routes, especially during inclement weather.
4. Know & adhere to all Kansas State Department of Education Transportation regulations.
5. Develop and maintain routes for regular and special education transportation.
6. Develop a driver schedule for all regular routes and activity trips.
7. Train new drivers.
8. Provide for driver training needs (First Aid, Defensive Driving, etc.)
9. Work with appropriate agencies to provide drug and alcohol training programs for bus drivers, which will also include random testing.
10. Monitor underground fuel tanks, complete appropriate monitoring reports and advise the district office when fuel levels indicate a need to purchase additional fuel.

11. Coordinates diagnosis and repair of fleet with selected contractors and ensures maintenance records for each vehicle are maintained and updated.
12. Coordinates preventative maintenance of fleet with selected contractors and ensures maintenance records for each vehicle are maintained and updated.
13. Inspects district fleet for the purpose of ensuring its safe operating condition.
14. Responds to or coordinates emergency situations for the purpose of resolving immediate safety concerns; Available as needed anytime bus failure occurs.
15. Maintains files of necessary Department of Transportation information on bus routes and drivers for audit and completion of the Annual Statistical Report (18E).
16. Provides all fleet vehicles are scheduled for inspection by the Kansas Highway Patrol each summer
17. Meet with drivers on a regular basis to discuss safety regulations and transportation issues.
18. Wash buses as needed.
19. Perform other duties as assigned.

**Physical Requirements/Environmental Conditions:**

1. While performing the duties of this job, the employee is regularly required to stand , walk, use hands and fingers to handle, feel or reach and speak and hear.
2. The employee frequently is required to climb, balance, stoop, kneel, crouch, or crawl.
3. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
4. Requires full range of motion of neck, shoulders, elbows, wrists, back torso, knees, and ankles.
5. Requires physical exertion to manually move, lift, carry, push, or pull heavy objects or materials.
6. The employee must regularly lift or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and with assistance lift and/or move 100 pounds.
7. Must maintain appropriate levels of personal hygiene and sanitation.
8. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts in high and precarious places; fumes or airborne particles; toxic or caustic chemicals; and risk of electrical shock.
9. Maintain proper sanitary and safety practices.

10. Must be able to work in noisy and crowded environments, indoors and out.
11. Adhere to all district health and safety policies, including the Bloodborne Pathogens Exposure Control Plan.

**Terms of Employment:** Twelve month classified position. The salary and work schedule to be in accordance with the current assignment.

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