

DIRECTOR OF TRANSPORTATION

- QUALIFICATIONS:**
1. High school diploma or equivalency.
 2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
- REPORTS TO:** Superintendent
- SUPERVISES:** All regular bus personnel, including route drivers, and activity drivers.
- JOB GOAL:** Provides a safe and efficient transportation system for all students and staff in USD 407.
- FULL/PART-TIME:** Part-time
- FLSA STATUS:** Non-exempt from Overtime
- BOARD APPROVAL:** 3/8/2021

ESSENTIAL FUNCTIONS OF THE JOB:

1. Regular attendance and punctuality are essential functions of the job.
2. Shall be administratively responsible for the total transportation operation of the school district.
3. Represents the Superintendent in relating the transportation program to lay groups.
4. Represents the Superintendent and works cooperatively with:
 - a) The Kansas Highway Patrol and all local police officers;
 - b) The State, County, and City Highway Departments;
 - c) The State Department of Motor Vehicles and all other organizations and agencies working to improve safety on the highways.
5. Responsible for conveying the status of the transportation system to the Superintendent of Schools and the Board of Education upon the request of the Superintendent.
6. Investigates all requests and complaints concerning transportation; grants or rejects requests for transportation for any student in Unified School District 407, subject to appeal to the Board of Education.
7. Disseminates information to schools, drivers, and to the local news media concerning bus operations.
8. Makes recommendations to the Superintendent for review and study for the Board of Education regarding needed Board policy for the improvement of bus transportation within the district.
9. With the cooperation of the building principals, responsible for selection, supervision, and training of bus drivers, including: safety procedures, defensive driving, human trafficking and first aid sessions, as well as the mechanics of driving a school bus in a safe and prudent manner.
10. Reviews bus routes which are planned by the building, principal, transportation director, and bus drivers.
11. Schedules and assists bus drivers during their mandatory evacuation drills each school year.
12. Assists the Superintendent concerning auditing of bus transportation students.
13. Creates mandated pre/post inspections of all USD 407 transportation vehicles.
14. Assists the Superintendent concerning decisions and actions required for the maintenance and repair of school buses and the purchase of fuel, tires and supplies; shall direct the building principal and bus drivers in the interpretation and/or performance of their responsibilities.
15. Assists the Superintendent in the proper licensing of all vehicles and the securing of insurance on all vehicles with the guidelines adopted by the Board of Education.
16. Assists in the preparation of specifications for new vehicles to be submitted for bids.
17. Assists the building principals and athletic director in the proper scheduling of buses and drivers for activity groups.

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- 18. Maintains a valid Kansas driver’s license with appropriate endorsements for school bus drivers.
- 19. Maintains confidentiality of classroom, student, and employee information.
- 20. Coordinates automotive maintenance services and decisions concerning all motor vehicles in the district’s fleet.
- 21. Develops and implements an efficient and effective system for routine automotive and preventive maintenance services for all school vehicles in accordance with state guidelines.
- 22. Ability to handle potential negative situations positively and with professional decorum.
- 23. Follows the building dress code while being a good role model for students.
- 24. Performs any other duties assigned by the Superintendent or Board of Education.

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and the job may require other essential and/or nonessential functions, tasks, duties, and responsibilities not listed herein. The District reserves the right to add, modify, or exclude any essential or nonessential requirement at any time with or without notice.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of Board policy *GCI Classified Employee Evaluation*.

PHYSICAL REQUIREMENTS OF THE JOB: An X indicates it is a requirement.

- 1. Very rarely requires exertion beyond walking.
- 2. Very rarely requires physical exertion beyond walking or climbing stairs.
- 3. Requires prolonged (over 50% of the time) standing and walking.
- 4. Requires prolonged (over 75% of the time) standing and walking.
- 5. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy* objects or materials.
- 6. Frequently (over 20% of the time), requires physical exertion to manually move, lift, carry, or push heavy* objects or materials.
- 7. Frequently (over 33% of the time), requires physical exertion to manually move, lift, carry, or push heavy* objects or materials.
- 8. Over 50% of the time, requires physical exertion to manually move, lift, carry, or push heavy* objects or materials.
- 9. In addition to items 5, 6, 7, or 8, occasionally requires physical exertion to manually move, lift, carry, or push heavy objects weighing more than 50 pounds.
- 10. Driving skills and physical ability required to drive vehicle.

Note: * "heavy" means not over 50 pounds

I have reviewed this job description and will fulfill the duties described.

Signature

Date

An Equal Employment/Educational Opportunity Agency

Unified School District 407 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning Unified School District 407 compliance with the regulations implementing Title VI, ADA, Title IX, or Section 504 is directed to contact the Unified School District 407 Superintendent, 802 N. Main, Russell, Kansas 67665, 785-483-2173.