

Meeker School District Re-1

Job Description

Title: Transportation Director
Department(s): Transportation
Reports to: Superintendent
Work Year: Year round



Job Summary:

Under the Superintendent the Transportation Director is responsible for assuring that the District provides safe, timely and efficient student transportation services. The Transportation Director shall provide communication to students, parents, bus driver and other district employees on the rules and procedures of the transportation department.

Summary of essential job function:

1. Develop, maintain and enforce written procedures and directions for the transportation staff. All procedures will be developed with input from the staff.
2. Maintain a program of providing buses and small vehicles for district use in transporting student and staff to events and meetings.
3. Address complaints from both parents and the public about student transportation issues.
4. Develop and maintain a system of addressing student discipline problems. This system will include:
 - Development and distribution of current bus rules to students.
 - Training drivers on implementing the rules and procedures regarding student discipline.
 - Work with school principals, parents and student on discipline issues.
5. Develop and maintain training program for drivers and service technicians on rules and procedures.
6. Develop and manage the annual transportation budget. Comply with all financial controls and procedures. Prepare the annual state request for reimbursement report.
7. Develop bus routes and schedules.
8. Maintain a well trained staff to adequately insure routes can be completed.
9. Hire, train, supervise and evaluate transportation staff.
10. Maintain computerized records for each vehicle regarding repairs and maintenance.
11. Assure fair, prompt and consistent treatment in dealing with student problems. Utilize video cameras to monitor student and staff behavior when applicable.
12. Insure compliance with the State and Federal regulations regarding student transportation and fuel storage tanks.

Qualifications and Experience:

- High School Diploma required. Preference given to applicants with training in vehicle maintenance, driver training, student transportation administration and management.
- Maintain a CDL License and 5 year experience in a student transportation position, including 2 year experience in a supervisory position. School bus driving experience preferred.
- Knowledge of Federal and State rules on bus driver safety procedures as well as vehicle maintenance.
- Knowledge of State requirements for operating a school district transportation department.
- Maintain a professional relationship with students, Staff and the public.
- Operating knowledge of Microsoft Office Suite, fax, and phone systems.

Clearances:

- Criminal Justice Fingerprint/Background Check.
- Motor Vehicle back ground check

Physical Demands:

- This job requires being able to safely lift 90 pounds without any physical limitations on a daily basis.

Work Environment

- The noise level in the work environment is usually moderate.
- The work environment may include high stress tasks.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as assigned by the Superintendent.