

**Director of Transportation
Job Description**

Purpose: To administer safe and efficient transportation for USD 362.

Responsible to: Superintendent

Payment rate: Salary set by the Board of Education

Qualifications:

1. Experience is preferred with the supervision and the administration of a public school transportation system.
2. Hold a valid driver license and have the capacity to acquire a CDL with required endorsements.
3. Meet all State requirements for Bus Drivers, including Defensive Driving and First Aid Certification.
4. Successfully complete agility and reaction time test.
5. Be able to pass initial and random tests for alcohol and controlled substances.
6. Complete required physical examination for Bus Drivers.
7. Ability to work cooperatively and constructively with others.
8. Ability to manage job responsibilities while meeting the established district outcomes.

Physical Requirements/Environmental Conditions:

1. Requires prolonged sitting.
2. Requires turning, and reaching.
3. Requires lifting objects which can weigh more than 60 lbs.
4. Requires driving skills, including ability to operate vehicle at night.
5. Must work indoors and outdoors during the school year.
6. Must work in noisy, crowded, stressful environments, with numerous interruptions.

7. Must work in and around dust, fumes, and odors.

All Employees are expected to:

1. Support and work to implement the vision and mission of the district.
2. Observe and follow school district policies and ensure their activities conform to district guidelines.
3. Communicate and work effectively and cooperatively with members of the school district and community.
4. React to change and frequent interruptions in a productive and positive manner.

Responsibilities:

1. Conforms with all state laws and regulations regarding school transportation.
2. Maintains safety standards in conformance with state insurance regulations and develops a program of preventive safety.
3. Recruits, trains, and supervises all transportation personnel, and makes recommendations on their employment, transfer, promotion, and release.
4. Advises superintendent on road hazards for decision on school closing during inclement weather.
5. Cooperates with school principals and others responsible for planning special school trips.
6. Develops and administers a transportation program to meet all the requirements of the daily instructional program and extracurricular activities.
7. Helps formulate the specifications to be incorporated in contractual agreements.
8. Approves alterations to contractual agreements when requested by contractors and school principals.
9. Prepares bus routes for all schools in district.
10. Prepares and updates bus schedules for all schools in district.
11. Attends appropriate committee and staff meetings.
12. Assists with preparing the transportation budget.

13. Authorizes purchases in accordance with budgetary limitations and district rules.
14. Approves and forwards transportation service invoices to accounting department.
15. Oversees maintenance of all district-owned equipment used for student transportation and develops plans for preventive maintenance.
16. Submits transportation payroll on monthly basis.
17. Completes and dispatches insurance reports.
18. Submits all reports required by state authorities.
19. Takes an active role in solving discipline problems occurring on school buses.
20. Acts as liaison with parents for complaints and special requests.
21. Provides the purchasing department with contractor performance qualification data.
22. Reviews annually the advisability of a district-owned transportation system.
23. Develops recommendations for future equipment and personnel needs based on a survey of resident students, distances, and grade levels.
24. Implement and follow all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
25. Perform such other duties as assigned from time to time.

Term of Employment: Per Board Contract.

Evaluation: Performance effectiveness will be evaluated in accordance with provisions of Board of Education Policy.

Approved: _____ **Date:** _____
Board President

Reviewed and agreed to by: _____ **Date:** _____
Employee