

Transportation Director

Marshall Public School District Job Description

Position Title: Transportation Director

Department: Transportation

Reports To: Deputy Superintendent

SUMMARY: To enable each student through safe and efficient transportation, to take full advantage of the complete range of curricular and extracurricular activities offered by the Marshall school district.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Assists in the day to day operations of the transportation department
- Conforms with all state laws and regulations regarding school transportation
- Prepares and submits pupil transportation reports as required by the Board of Education and DESE
- Oversees the transportation department and transportation of activities
- Cooperates with district administrators in planning special school trips
- Cooperates with building principals in discipline and safety issues involving students
- Plan and adjust busing routes to maintain efficiency
- Ensures adequate driver and mechanic scheduling to maintain standards
- Administers student bus transportation for building and extra curricular activities
- Assists with payroll for transportation employees
- Oversees and schedules maintenance and repair of all district vehicles and transportation buildings
- Advises Superintendent and Deputy superintendent on road hazards for decision on school closing during inclement weather
- Assists in the development of budgets for purchase of buses, equipment and operation supplies
- Oversees expenditures in budgets
- Recruits drivers and oversees the training of bus drivers
- Share the general responsibility of supervision of the buildings and school vehicles, the maintenance of discipline and order, the safety and well being of all students, and the general care of all buildings, vehicles, and equipment at all times.

SUPERVISORY RESPONSIBILITIES: Responsible for managing all bus drivers, substitute bus drivers, and a mechanic. Is responsible for the overall direct coordination, and evaluation of these people, including interviewing, hiring and training employees; planning, assigning, and directing, appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

EDUCATION and/or EXPERIENCE: Must possess a High School Diploma. Supervisory and budgeting experience needed, also vehicle fleet management experience preferred.

CERTIFICATES, LICENSES, REGISTRATIONS: Must have a valid class B Missouri drivers license with passenger endorsement and other qualifications determined by the Board of Education

EVALUATION: Performance of this job will be evaluated on the basis of annual goals.

TERMS OF EMPLOYMENT: Twelve-month employee. Salary to be established by the Board of Education.

