

TRANSPORTATION DIRECTOR  
(Job Description)

Qualifications: (1) Must be a qualified truck and auto mechanic who can analyze mechanical problems and make the necessary repairs; (2) Must be able to direct personnel, schedule driving responsibilities, plan transportation routes, make required state and local reports and evaluate personnel; and, (3) Must meet any additional qualifications set by the district.

Chain of Supervision: Reports directly to the District Administrator. Supervises bus drivers.

Duties and Responsibilities: The Transportation Director shall be responsible for the operation of the district's transportation system, including supervising and evaluating drivers, scheduling transportation routes, completing required information and reports, maintaining and handling required mechanical work on the vehicles, developing bus purchase specifications and handling individual problems or complaints. The Transportation Director shall:

1. Maintain and repair all district-owned vehicles.
2. Submit to the business office a request for a purchase order number and shall make a purchase only after a purchase order number is given to him/her.
3. Supervise all bus personnel. He/she shall recommend to the District Administrator who shall be hired, evaluate bus drivers and share evaluation results with the District Administrator.
4. Arrange for substitute drivers, field trip drivers and extracurricular trip drivers.
5. Make recommendations for route changes when necessary.
6. Submit recommendations for handicapped or special education transportation requirements on or about August 1 of each year.
7. Submit to the business manager all necessary reports involving transportation.
8. Be consulted in the spring of each year concerning vehicles needed for the next school year.
9. Contact or be contacted by the District Administrator in case of the need to close schools or delay the start of the school day because of inclement weather.
10. Provide or see that drivers receive up-to-date driver requirement information and, where appropriate, driver safety and operating training.
11. Perform any and all other duties prescribed by the District Administrator or Board.

Evaluation: The District Administrator shall complete an annual evaluation (written and/or oral) covering the individual's effectiveness in handling the duties and responsibilities of the position.

Terms of Employment: A contract shall be negotiated annually with the Board or its representative. The contract shall be independent of any labor contract the district has with other individuals or groups of staff working for the district.

APPROVED:            March 12, 2001  
REVISED:             December 10, 2012