

TROY SCHOOL DISTRICT NO. 287

Job Description

Title: Transportation Coordinator/Bus Technician

Qualifications:

- A. Demonstrates ability to accomplish the performance tasks listed below.
- B. Such alternatives to the above qualifications as the administration may appropriate and acceptable.
- C. CDL preferred. On the job training will be provided if applicant does not currently hold a CDL

Reports To: Superintendent of Schools

Job Goal: 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 District's schools.

Job duties included, but are not limited to:

- A. Develops and administers a transportation program to meet all requirements of the daily instructional program and extracurricular activities.
- B. Prepares bus routes for all public schools in the District.
- C. Supervises bus drivers and assigns bus drivers.
- D. Does and schedules maintenance of the buses and coordinates contractual work on the buses.
- E. Prepares and updates bus schedules for all public school in the district.
- F. Recruits, trains, and supervises all transportation personnel, makes recommendations on their employment, transfer, promotion and release.
- G. Maintains all district owned equipment and develops plans for preventative maintenance.
- H. Administers the transportation budget.
- I. Authorizes purchases in accordance with budgetary limitations and district rules.
- J. Maintains safety standards in conformance with state and insurance.
- K. Cooperates with school principals and others responsible for planning special school trips.
- L. Takes an active role in solving discipline problems occurring on school buses.
- M. Develops recommendations for future equipment and personnel needs based on a survey of resident students, distances and grade levels.
- N. Acts as a liaison with parents for complaints and special requests.

- O. Conforms with state laws and regulations regarding school transportation.
- P. Completes and dispatches insurance reports.
- Q. Assists with reports required by state authorities.
- R. Advises Superintendent on road hazards for decision on school closing during inclement weather.
- S. Attends appropriate committee, staff and Board meetings.
- T. Complete and submit reports required by Idaho State Departments.
- U. Pursues funding opportunities. Helps prepare grant applications. Implements funded proposals and complies with reporting requirements.
- V. Ensures the equitable distribution of workloads for bus drivers. Arranges for substitutes during driver absences.
- W. Monitors bus driver training requirements. Promotes defensive driving. Verifies that drivers are qualified and correctly licensed. Ensures that drivers are familiar with all aspects of assigned duties.
- X. Promotes professionalism.
- Y. All performance of duties and conditions are applicable to the Statutes of the State of Idaho, State Board of Education's Rules and Regulations, and the policies and regulations of the Troy School District.
- Z. Other duties as assigned.

Terms of
Employment:

An employee working in this position shall at all times be subject to the directions of person to who said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies which have been reduced to writing and made available to the employee at the building principal's office and the district-wide administration office.

All experience qualifications being equal, special considerations will be given to applicants living within the District.

As a classified position, it is "at-will" employment, and the employment relationship may be terminated at any time for any or no reason (so long as the same does not violate public policy or violate any other provision of the law). Classified employees have no expectation of continued employment, and no property rights accrue.

Period of
Employment:

190 Days. Hourly position and wages and work year to be set by the Board upon recommendation of the Superintendent.

Evaluation:

Performance of this position will be evaluated periodically by the Superintendent of Schools or a designed in conformance with District policy relating to evaluations of classified employees.