

Job Title: Director – Transportation

FLSA Exemption Status: Exempt

Term: 240 days

Minimum Qualifications:

1. Verified administrative, or supervisory, experience in arena of school transportation, preferred;
2. Have, and maintain, a valid Tennessee CDL class B with the appropriate endorsement for transporting students (or required to receive such within 3 months of employment);
3. Maintain a current D.O.T. physical card (clearance) and TN Department of Safety Training Card; and
4. Experience in the field of transportation including maintenance of buses.

Job Objectives/Goals:

To manage the wide variety of essential program components for the purpose of delivering transportation services to the students in Franklin County, enrolled in Franklin County Schools.

Responsibilities and Essential Functions:

1. Implement, and supervise a pupil transportation system which meets the needs of the entire school system in the safest, most efficient and most economical manner possible;
2. Determine the most appropriate routing and scheduling of school buses, make changes where and when needed. Monitor closely when students riding school buses are getting to school as well as when students are being picked up from the schools;
3. Conduct an annual evaluation of all bus routes as well as routinely verifies all bus routes and the mileage thereof
4. Comply with all state and federal rules and regulations in regard to transportation of students. Assume responsibility for the implementation of safety practices and procedures;
5. Recruit, instruct, and recommend for employment (full- or part-time for the system or contract owner, or to be placed on an available substitute list to be used as needed by bus contractors), drivers who have met all licensing requirements as well as met local and state requirements associated with the transporting of students;
6. Plan, arrange and/or conduct in-service staff development activities for transportation personnel;
7. Oversee the maintenance of school buses which meet all approved standards, and arranges to be present or readily available for all bus inspections;
8. Maintain proper license to serve as a substitute driver in any system-owned bus (not for a contract-bus owner) in an emergency situation;
9. Work with principals and others in regard to handling special requests for bus service;
10. Strive to work with school personnel when a system school bus is needed to provide transportation to, and from, a scheduled school event, the regular bus service in the morning and afternoon is to have priority;
11. Assist in the random drug-testing of drivers, as needed;
12. Maintain proper evaluation files of transportation employees and other files in regard to the transportation department;
13. Investigate all school bus accidents; complies, and assists bus driver and/or contractor, to promptly compile with all rules and regulations associated with a school bus accident; and
14. Perform other duties as deemed necessary by the Director of Schools.

Skills and Abilities Required:

Specific capacities and abilities may be required of an individual in order to learn or adequately perform a task or job duty.

1. **Intelligence:** The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. **Verbal:** Ability to understand meanings of words and the ideas associated with them.
3. **Numerical:** Ability to perform arithmetic operations quickly and accurately.
4. **Spatial:** Ability to comprehend forms in space and understand relationships of plane and solid objects.
5. **Form Perception:** To make visual comparisons and discrimination and see slight differences in shapes and shadings of figures and widths and lengths of lines.
6. **Color Discrimination:** The ability to perceive or recognize similarities or differences in colors or shades or other values of the same color.
7. **Data Perception:** Ability to understand and interpret information presented in the form of graphs, charts, or tables.

Physical Demands:

This job may require lifting of objects that exceed fifty (50) pounds, with frequent lifting and/or carrying of objects weighing up to twenty-five (25) pounds. Other physical demands that may be required are as follows:

1. Pushing and/or pulling
2. Stooping, kneeling and/or crawling
3. Reaching
4. Talking
5. Hearing
6. Seeing

Reports To: Director of School or his/her designee

Disclaimer: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this job.