

WARREN COUNTY PUBLIC SCHOOLS

210 North Commerce Avenue Front Royal, Virginia 22630

Phone (540) 635-2171

Director of Transportation Position Description

LOCATION: Transportation Office

JOB CATEGORY: Professional

PAY GRADE: Grade 27

FSLA: Exempt

IMMEDIATE SUPERVISOR: Assistant Superintendent for Administration

GENERAL DEFINITION AND CONDITIONS OF WORK

Maintains a safe and efficient system of pupil transportation for Warren County Public Schools. Position includes budget development and management.

ESSENTIAL FUNCTIONS/TYPICAL TASKS

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Reports on the status of division services at the request of the Superintendent;
- Attends School Board Meetings and prepares such reports as requested by the Superintendent;
- Advises the Superintendent in cases of emergencies, such as dangerous highway conditions, traffic hazards and perilous storms;
- Attends and participates in assigned committee meetings, as requested by the Superintendent of Schools;
- Interviews and recommends qualified transportation applicants to the Director of Personnel for job vacancies;
- Prepares work reports using Windows Office Applications;
- Prepares the annual School Transportation Report for the State Department of Education;
- Prepares and administers the transportation budget and authorizes purchases;
- Secures and supervises shop personnel;
- Evaluates all transportation employees annually;
- Supervises and directs personnel assigned to the bus garage and bus garage office;
- Keeps an accurate inventory of all transportation equipment and ascertains that each unit is properly licensed and insured;
- Purchases all maintenance parts and equipment for the bus garage;
- Maintains and updates Department of Motor Vehicle records;
- Receives, evaluates, and rectifies all reported road hazards and hazardous stop conditions;
- Ensures that school buses meet requirements as set by the Virginia Department of

Education;

- Assists purchasing agent with tire and fuel bids;
- Maintains and updates all shop records for Department of Education audits;
- Prepares State Police Inspection Reports and orders necessary supplies;
- Maintains records and follows regulations on fuel tanks as required by state and federal laws.
- Responds to concerns from parents, community members, and school employees regarding Transportation employees, stops and other related matters;
- Maintains bus turn-around locations on private property of community members, as needed;
- Plans and promotes safety programs for bus drivers and pupils riding buses;
- Works with building administrators, bus drivers, and parents in promoting proper conduct on the buses and solving discipline problems;
- Maintains licensure at the state and/or national level; assumes responsibility for professional growth and keeps materials, supplies, and skills up-to-date;
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities;
- Complies with and supports school and division regulations and policies;
- Maintains proper boundaries with students at all times, assuring respect for the ethical and legal duties in the staff-student relationship and the essential duty to serve as a role model;
- Provides a good role model of an educated professional in appearance, demeanor, dress and behavior;
- Models non-discriminatory practices in all activities;
- Performs related duties as assigned by the Superintendent of Schools in accordance with the school/system policies and practices.

KNOWLEDGE, SKILLS AND ABILITIES

Candidate must possess demonstrated ability and professional leadership and personal characteristics necessary for working effectively with school personnel, parents, administration, and members of the community as attested to by the Division Superintendent of Schools. Candidate must possess the ability to deliver articulate oral presentations and written reports.

EDUCATION AND EXPERIENCE

Candidate must have successful experience in public education as an administrator or candidate must demonstrate significant successful experience as a manager/administrator in the public transportation sector.

SPECIAL REQUIREMENTS

Candidate must be able to meet the criteria for the approved Warren County Public Schools driving list. Frequent operation of county owned vehicles is required to travel to schools throughout the division, school-related functions, administrative building,

bus garage, bus route sites, and central office. Frequent operation of office equipment is required. Candidate must possess good moral character and is expected to be a role model, in and out of the school.

PHYSICAL DEMANDS/REQUIREMENTS

Duties performed typically in the bus garage, school sites, and on school bus routes within the community. Frequent walking, standing, stooping, lifting, up to approximately 40 pounds, and occasional lifting of equipment weighing up to approximately 75 pounds may be required. Other limited physical activities are required. Travel to schools throughout the division, bus route sites, and central office is required. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions. Regular contact with staff members, administrators, and parents is required. Contact with parents by phone and in person is necessary.

EVALUATION

The Superintendent/Assistant Superintendent for Administration will evaluate performance on the ability and effectiveness in carrying out the above responsibilities.