

DIRECTOR OF TRANSPORTATION

JOB DESCRIPTION

FLSA Status:

Exempt

COMPENSATION:

Compensation for this position is Administrative range IV

QUALIFICATIONS:

1. Associate's Degree from an accredited educational institution and three years' experience in a related field.
- or
2. High school diploma or equivalent and six (6) years of experience utilizing appropriate skills.

REPORTS TO:

Assistant Superintendent of Business Operations

JOB GOAL:

To provide safe, efficient, and professional transportation services for students.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

- (1) Management and supervision of assigned programs and staff.
- (2) Maintain auditable records in the areas of responsibility.
- (3) Supervise the reporting of transportation FTE surveys.
- (4) Monitor the district Commercial Driver License Program.
- (5) Assist with Exceptional Student Education (ESE) staffing.
- (6) Assist with accident investigations and documentation.
- (7) Assist with the coordination of bus routes and driver assignments.
- (8) Work with administrators and bus drivers to ensure the maintenance of student discipline and student safety. Inter/Intra-Agency Communication and Delivery
- (9) Interact with parents, outside agencies, businesses, and the community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- (10) Respond to inquiries and concerns promptly.
- (11) Keep the supervisor informed of potential problems or unusual events.

- (12) Serve on district, state, or community councils or committees as assigned or appropriate.
- (13) Provide oversight and direction for cooperative planning with other agencies.
- (14) Assist in interpreting the district's programs, philosophy, and policies to staff, students, parents, and the community.
- (15) Maintain a network of peer contacts through professional organizations.
- (16) Keep informed and disseminate information about current research, trends, and best responsibility practices.
- (17) Maintain expertise in assigned areas to fulfill project goals and objectives.
- (18) Participate in relevant workshops, conferences, and training activities.
- (19) Facilitate the development, implementation, and evaluation of staff development activities in assigned areas.
- (20) Schedule training and technical assistance as needed.
- (21) Participate in state training programs and courses to increase department services.
- (22) Represent the district positively and professionally.
- (23) Prepare the annual department budget and monitor its implementation as required. (24) Supervise assigned personnel, conduct annual performance appraisals, and recommend appropriate employment actions.
- (25) Prepare or oversee the preparation of all required reports and maintain all appropriate records.
- (26) Develop annual goals and objectives consistent with and in support of district goals and priorities.
- (27) Conduct periodic studies to improve the delivery of department services.
- (28) Assist in developing policies and procedures for department services.
- (29) Provide leadership and direction for assigned areas of responsibility.
- (30) Assist in implementing the district's goals and strategic commitment.
- (31) Set high standards and expectations and promote professional growth for self and others.
- (32) Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivery of services, and evaluation of services provided.
- (33) Collaborate with supervisor, other departments, and agencies and contribute to the planning and operation of the district.
- (34) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- (35) Use appropriate styles and methods to motivate, gain commitment, and facilitate task accomplishment.
- (36) Perform other tasks consistent with the goals and objectives of this position.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of board policy, state and federal laws, and student transportation operations rules. Knowledge of audit requirements and standards. Ability to manage departmental budget and finances. Leadership and management skills. Ability to delegate work assignments. Ability to work independently and as part of a team. Ability to use current technology to maintain records and obtain data and information. Ability to communicate orally and in writing. Ability to communicate effectively with the business community, teachers, support staff, legislators, Department of Education staff, and others.

PHYSICAL REQUIREMENTS:

Medium Work: Requires sitting for a portion of the day and the ability to lift, carry, move, and position objects infrequently weighing up to 50 pounds. Restraints for physically active individuals should be required as a temporary safety measure. Involves travel to schools and work locations within the System.

Date Last Revised: 5/2/2024