

Job Title:	DIRECTOR OF TRANSPORTATION
Department:	Transportation
Reports to:	Assistant Superintendent
Classification:	Exempt / Support Staff
Employment:	12 months / At-will
Evaluation:	Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of support staff personnel.

SUMMARY

To administer the overall transportation operation of the District directly and through the Assistant Superintendent so as to provide safe and efficient transportation to and from school and to and from approved extracurricular, co-curricular and other non-route activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

1. Reviews and Assigns Routes and Stops.
2. Assumes responsibility for obtaining qualified drivers.
3. Communicates with patrons concerning transportation function; investigates concerns directly or in conjunction with administration and/or law enforcement; responds to patrons.
4. Oversees bid process for all related transportation expenditures.
5. Accurately completes and submits required reports to DESE Transportation Department, including but limited to Depreciation Schedules, Route Approval Forms, Application for Transportation Aid and Accident Reports.
6. Provides a system to keep accurate records of student count, mileage, etc.
7. Insures that all transportation rules and regulations are followed.
8. Recommends to District Administration whether to operate or close school during inclement weather. Will assist in checking roads.
9. Oversees transportation budget.
10. Coordinate annual safety inspections with HWP and performs annual on-site safety evaluation prior to each school year.
11. Plans and delivers required bus driver training.

SUPERVISORY DUTIES

1. Speaks to students and adult groups concerning bus safety and to provide an open channel of communication between the students, faculties, and the Transportation Department.
2. Assists in the planning of traffic flow for new school constructions or the remodeling of existing buildings within the district.

3. Provides input for the Support Service Handbook
4. Attends meetings as required by the Assistant Superintendent.
5. Evaluates all transportation personnel.
6. Maintains confidential nature of all school-related matters.
7. Performs other tasks and assumes other responsibilities as assigned by the supervisor or Superintendent.

QUALIFICATIONS

Background Checks

Clearance on all background checks required by law that is satisfactory to the Administration.

Education/Experience

Education in Management or related field preferred. Experience in Transportation related field preferred.

Certificates, Licenses, Registrations

Valid Driver's License with CDL, Passenger & School Bus endorsement preferred.

SKILLS AND ABILITIES

Language

The ability to read, write, and communicate fluently are required. Employee must be able to interpret and follow directions.

Computation

Minimal math skills are required.

Reasoning

The ability to investigate, fact find, and problem-solve are needed qualifications. The ability to interpret and follow directions proficiently are required.

Technology

The ability to operate proficiently hardware and/or software specific to employment.

Additional Skills and Abilities

The ability to work closely with a group of individuals and possess interpersonal communication skills necessary to move people forward.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Requirements

The individual who holds this position is regularly required to walk and stand throughout the day. Hearing and speaking must be accurate in a regularly noisy environment over engine sounds and the sounds of children. Frequent communication over mobile devices is required. Must have close moderate and distance vision ability. This position requires regular use of close vision and does require prolonged computer use.

Physical requirements also include, but are not limited to, sitting (normal seated position), standing, walking (level or uneven surface), bending/twisting neck, bending/twisting at the waist, kneeling, crouching, crawling, climbing, reaching, lifting (over 50 lbs.), carrying objects (over 50 lbs.) while walking, pushing, pulling, presence of heat (summer high temperatures, high humidity, ovens, furnaces, etc.), presence of cold (winter low temperatures, walk-in refrigerator/freezer).

Hours / Attendance / Travel

Beginning and ending work hours will be established by the supervisor. Hours may vary. Hours include an extended work day while buses are transporting students. Overtime hours may be necessary, with approval of administration.

Attendance is an essential function of the job during student attendance days. Regularly drive between schools, throughout the district, and to professional development activities.

CONDITIONS AND ENVIRONMENT

The work conditions and environment described here are representative of those that an individual will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee may occasionally work in temperatures that exceed 100 degrees Fahrenheit. Be exposed seasonally, to extreme cold temperatures. Regularly be exposed to engine exhaust, and be in close proximity to moving vehicles. The work environment is frequently loud. The employee will be regularly working under deadlines.

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.