

Union Public Schools Job Description

Position Title: Associate Director of Transportation
Department: Transportation
Reports To: Assistant Superintendent for Support Services

FLSA Designation: Exempt

SUMMARY: Responsible for the organization, administration, supervision in the area of the school District transportation system in accordance with state law and policies along with District policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Reviews bus routes and bus stops for safety and efficiency.
- Develops, supervises and assigns bus drivers for extracurricular activity routes and non-regular route assignments.
- Maintains route maps and communication needs for after school programs.
- Assists drivers and school personnel after hours with issues/concerns.
- Recruits, interviews, checks references and recommends for employment bus drivers, substitute bus drivers, bus assistant, mechanics and office staff.
- Periodically checks the driving records of all bus drivers in order to assure student safety.
- Designs, implements, and conducts driver education, training, and safety procedures for school bus drivers.
- Supports and monitors special needs students, bus drivers and bus assistants.
- Interprets transportation procedure and regulations to public staff.
- Makes recommendations that may improve transportation services and efficiency such as rules and regulations for drivers and pupil conduct.
- Oversees all departmental operation to assure customer service and quality.
- Applies School Board Policy to school bus operations.
- Maintains current knowledge of school transportation operations, laws, regulations, policies, procedures and trends to assure safe and efficient operations.
- Supervises and assists office staff in the daily department operations.
- Reviews bus routes for safety and efficiency.
- Observes bus drivers while on route for safety, adherence to rules, and proficiency.
- Resolves complaints and undesirable actions.
- Investigates vehicle accidents and provides accident site supervision:
 - Provides accident site supervision and District representation.
 - Assures all forms and reports are completed.
 - Reports accidents to insurance company via Human Resources.
 - Makes claims to other party insurance company via Human Resources if necessary.
 - Investigates accidents and recommend personnel action if necessary.
 - Incorporates accident investigation results into policy and procedures to prevent further accidents.
- Assists scheduling random drug testing.
- Assists with annual evaluation of employees.
- Works with various software applications, entering and retrieving data as needed.

*Director of Transportation
Created 2/2004
Revised 2/2008
Revised 7/2023*

- Assumes the duties of the Director of Transportation in his/her absence.
- Works well with supervisors and other members of the team.
- Supervises the equivalent of two or more full-time employees.
- Maintains consistent and punctual attendance.
- Performs other duties as assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: This position supervises the equivalent of two or more full-time employees by managing approximately 100 subordinate bus driver and sub/aide drivers. Is responsible for the overall direction, coordination, and evaluation of these employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS: *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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Bachelor's degree or equivalent experience required.

CERTIFICATES, LICENSES, REGISTRATIONS: None.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write reports, business correspondence, memos, policies and procedures manuals. Ability to speak effectively before small groups of employees or organizations.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply basic algebra and geometry.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to work well with both supervisors and other members of the teams. Ability to pass District written and physical exams. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness of all District requirements and Board of Education policies.

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 the essential functions.*

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand and walk. Specific vision abilities required

by this job include close vision, depth perception, and the ability to adjust focus. Some driving is required.

Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. Occasionally the position requires the employee to work irregular or extended hours, direct responsibility for the safety, well-being or work output of other people and meet multiple demands from several people.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is moderate.