

Union Public Schools Job Description

Position Title: 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.*

- Organizes and implements a pupil transportation system within the policies of the Board of Education.
- Develops and maintains lists of children eligible for transportation.
- Approves bus stops in as safe a location as possible.
- Approves field trips, athletic trips for transportation.
- Recruits, interviews, checks references and recommends for employment bus drivers, sub and aide drivers.
- Periodically checks the driving records of all bus drivers in order to assure student safety.
- Conducts driver education program for school bus drivers.
- Maintains departmental personnel records and reports payroll to the payroll department.
- Keeps records for preparation of state and local reports such as inventories, pupils transported, route mileage, time records, special trip records, traffic accidents, and other required reports.
- 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, procedures and trends to assure safe and efficient operations.
- Represents the school District within the SDE and in professional organizations.
- Manages budget:
 - Track expenditures to project budget requirements and ending balances.
 - Prepares estimate of needs for the next year for budget requests.
 - Assures that all expenditures and RQ/PO procedures are followed correctly.
 - Approves purchase requisitions.
 - Prepares estimate of needs for bond funds.
 - Prepares bid specifications as needed.
 - Makes purchasing recommendations as needed.
 - Tracks vehicle costs to assure efficiency.
- Oversees operation of vehicle repair shop:
 - Assures all vehicle documentation procedures are followed.
 - Inspects shop for safety and efficiency.
 - Checks for proper repairs and repair procedures.
 - Establishes preventative maintenance schedules and parameters.

- Assures proper purchasing procedures are followed.
- Reviews bus routes for safety and efficiency.
- Supervises office staff.
- Observes bus drivers while on route for safety, adherence to rules, and proficiency.
- Resolves complaints which are not resolved by the Assistant Director.
- Administers personnel actions as necessary.
- Establishes goals and procedures to obtain goals.
- Investigates vehicle accidents.
- Provides accident site supervision:
 - Provides accident site District representation.
 - Assures all forms and reports are completed.
 - Reports accidents to insurance company.
 - Makes claims to other party insurance company if necessary.
 - Investigates accidents and recommend personnel action if necessary.
 - Incorporates accident investigation results into policy and procedures to prevent further accidents.
- Schedules random drug testing.
- Monitors all operations to assure compliance with OSHA and EPA rules and regulations.
- Checks and monitors fuel storage and dispensing equipment for compliance with EPA and Corporation Commission rules and regulations.
- Monitors Hazardous Materials “Right to Know” Program.
- Completes annual evaluation of employees.
- Works with various software applications, entering and retrieving data as needed.
- 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.