



Job Title:	Interim Director of Transportation	Wage/Hour Status:	Exempt
Reports To:	Area Superintendent for Student Administrative Support Services	Pay Grade:	Professional Pay Grade 5
Dept. /School:	Transportation Department	Date Revised:	09/14/2011

Primary Purpose:

Direct and manage district's transportation department. Ensure safe, on-time delivery of students.
Ensure safe, efficient operation of transportation department.

Qualifications:

Education/Certification:

Bachelor's degree, preferred
Transportation Director Certification
CDL License required

Special Knowledge/Skills:

Ability to direct and manage operations of a large fleet of vehicles
Knowledge of energy management and fleet operations
Ability to manage budget and personnel
Ability to coordinate district functions
Ability to interpret policies, procedures, and data to meet district mission
Strong organizational, communication and interpersonal skills

Experience:

Five year experience as school district director

Major Responsibilities and Duties:

Routes and Schedule:

1. Prepare and update bus routes and schedules for all schools in district and develop plan to meet future transportation needs.
2. Coordinate transportation for extracurricular activities and special programs.
3. Respond to after-hours emergency calls as needed.
4. Notify bus drivers, schools and public of any changes in bus routes and schedules.

Policy, Reports, and Laws:

5. Implement community friendly, easy to understand, transportation bus pick-up/drop-off schedule.
6. Implement training program and make recommendations to district leadership to adjust fleet operations to ensure all federal laws, state laws, State Board of Education rules and local board policies in transportation area are in compliance.
7. Compile, maintain, file and present all physical and computerized reports, records and other documents required in fleet operations area to local, state and federal regulators.
8. Implement district's student discipline policies and communicate to students expected behavior when using district transportation.
9. Enforce safety standards that conform with district, state, federal and insurance regulations and develop a program of preventive safety.
10. Develop training options and improvement plans to ensure exemplary operation of transportation department.
11. Comply with applicable personnel policies.
12. Prepare data necessary to process transportation payroll.
13. Monitor fuel deliveries, distribution and consumption.
14. Develop training program to improve fuel efficiency.
15. Develop training program for staff to support ordering, delivery and billing of fuel.

Budget and Inventory:

16. Compile budgets and cost estimates based on documented program needs.
17. Administer transportation budget and ensure that programs are cost-effective and that funds are managed wisely.
18. Initiate purchases and bids in accordance with budgetary limitations and district policies.
19. Approve and forward invoices for transportation to supervisor.
20. Recommend disposal of obsolete or worn out vehicles and equipment. Recommend purchase of vehicles as necessary. Maintain, develop and recommend continuous improvement plan to improve age of fleet annually.

Student Management:

21. Review student behavior reports and conduct conferences with parents, students and drivers on disciplinary issues.
22. In cooperation with school administration, enforce student discipline and suspension of riding privileges for student who violates rules and regulations.

Personnel:

23. Monitor assignments of bus drivers to routes and find substitutes as needed.
24. Recruit, train, supervise and evaluate all transportation personnel and make sound recommendations about placement, assignment, retention, discipline and dismissal.
25. Prepare, process and maintain all documents required to verify safety certification and alcohol and drug testing of bus drivers.
26. Prepare, review and revise transportation department job descriptions annually.
27. Evaluate employee job performance to ensure effectiveness.

Safety:

28. Advise administration about inclement weather conditions that may result in the closing of schools or road hazards.
29. Maintain information of investigations concerning school bus accidents and student safety violations.
30. Organize and conduct training programs to promote a safe work environment.
31. Ensure transportation equipment is maintained in excellent and operating condition.
32. Perform disaster duty as needed (hurricanes, earthquakes, blizzards, etc.)

Other:

33. Attend and make presentations at conferences and school board meetings to discuss transportation issues.
34. Attend professional growth activities to keep abreast of innovative techniques in transportation.
35. Maintain good rapport with parents and community.
36. Work to improve employee staff relations.
37. Other duties as assigned.

Supervisory Responsibilities:

Supervise and evaluate performance of dispatchers, bus drivers, bus monitors and transportation support personnel.

Working Conditions:**Mental Demands/Physical Demands/Environmental Factors:**

Frequent district wide travel; frequent prolonged and irregular hours; ability to conduct on-site inspections of all vehicles.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.