

## **Director of Transportation**

*Reports to: Business Manager and Superintendent*

### **Qualifications**

The Director of Transportation should possess:

1. The ability to supervise people.
2. Knowledge needed to keep abreast of current and changing Federal, State, and Local laws, rules, and regulations pertaining to pupil transportation.
3. Knowledge to keep abreast of current and changing vehicle design.
4. A Federal Commercial Driver's License and a Missouri School Bus Operator's Permit.

### **Other Requirements**

Clearance on background check that is satisfactory to the Senior Administration. Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

*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.*

### **Essential Functions**

1. Coordinate and direct the school transportation system.
2. Supervise daily operations of the Transportation Department.
3. Keep records for state and local purposes.
4. Establish and monitor transportation budgets and purchase procedures.
5. Project state aid for upcoming fiscal year.
6. Inventory maintenance.
7. Direct matters in regard to transportation personnel.
8. Recommend the employment status of bus drivers and mechanics, including the review of applicants and maintaining employee records.
9. Review and revise bus routes to insure student/driver safety as well as economy.
10. Oversee an ongoing driver training and evaluation program.
11. Write bid specifications for new school buses.
12. Schedule extracurricular trips.
13. Monitor weather in coordination with the Business Manager and Superintendent.
14. Assure that the drivers of the district are well supervised and the buses are kept in a condition that will insure safe transportation for the students.

15. Oversee the maintenance of the district's fleet of buses including maintenance operation, maintenance of records, and necessary repairs.
16. Handle student matters including orientations, handbooks, safety regulations, and ensure orderly student conduct and good discipline on the buses.
17. Work with drivers, students, and parents in establishing behavioral parameters, suggesting positive and creative ideas for both reinforcement of good behavior and challenging unacceptable behavior.
18. Respond to emergencies during regular bus routes and extracurricular activities.
19. Set up and monitor bi-annual count day forms and information.
20. Monitoring student loads on buses, and bus route length in terms of both hours and miles.
21. Attend Board meetings and Administrative meetings as requested by the Superintendent.
22. Help establish and monitor the transportation budget.

*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 Demands**

The individual who fills this position must be able to: Climb into buses. Drive. Bend frequently. Lift and carry up to 25 pounds frequently and up to 50 pounds occasionally. Hear a conversation and communicate through speech in a noisy environment.

### **Attendance**

Consistent and regular attendance is an essential function of this position.

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

### **Conditions and Environment**

The individual who holds this position must: Frequently work in temperatures below 32 degrees and above 100 degrees Fahrenheit. Occasionally work in rain, sleet and ice and drive on slippery conditions. Often work in an environment with a high noise level including engine noise, a raised voice may be necessary.

Director of Transportation (cont.)

## **Evaluation of Performance and Employment**

The evaluation of performance and consideration for employment will be under the jurisdiction of the Director of Transportation in consultation with the Business Manager.

### **Length of Contract**

12 months

### **Type of Position**

Exempt

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.

Branson Public Schools