

Director of Transportation – Job Description

Reports To: Superintendent

Qualifications:

1. High School Diploma or GED.
2. Shall have reasonable background knowledge of driving a larger vehicle and shall have a valid Commercial Driver License.
3. Shall have a demonstrated ability to work and deal with school aged youngsters.
4. Shall have a reasonable knowledge of the mechanics of bus operations.

Duties:

1. Schedule and coordinate all transportation needs for field trips and extracurricular activities.
2. Track bus use for fuel reimbursement.
3. Maintain accurate records for all drivers (training records, physicals, MVRs, current licenses, drug test results, etc).
4. Coordinate Department of Transportation required random drug testing quarterly.
5. Schedule and submit documentation to the state of annual, state required bus safety training for all drivers.
6. Submit reports on-line pertaining to transportation (Bus Liability Insurance, Best Practice, Accidents, Bids, and Superintendent Transportation Report).
7. Work with appropriate personnel to insure that all buses are maintained and inspected annually, as required by state law.
8. Schedule inspections with Department of Transportation each summer and follow through on any necessary repairs.
9. Schedule summer bus maintenance for all buses.
10. Order bus parts as needed so that buses are in good working order.
11. Complete purchase orders for bus fuel and supplies and provide documentation of purchases.
12. Attend any required training classes required for directors.
13. Attend monthly, regional transportation meetings.
14. Provide emergency evacuation training.
15. All other duties as assigned by the Superintendent.