

## **JOB DESCRIPTION FOR FOLEY PUBLIC SCHOOLS**

**JOB TITLE:** Transportation Director

**JOB SUMMARY:** Responsible for the student transportation system, supervising bus drivers, schedules routes and other trips, fleet maintenance, and all other aspects of student transportation.

**REPORTS TO:** Director of Finance and Operations

**LOCATION:** Bus Garage

### **MAJOR JOB DUTIES:**

- Directs and supervises personnel in department, including recommendations for selection, evaluation, assignments, work procedures, training, and discipline or discharge.
- Directs the maintenance and dispatching of school busses.
- Develops schedules for student pick-up and bus routes to meet starting school times.
- Decides on number of busses needed and students per bus.
- Evaluates, assesses, and develops methods for improving safety and/or efficiency of department.
- Verifies and approves time sheets for personnel, including hours worked, rates of payment, vacation and leave information in cooperation with administration.
- Answers questions, resolves complaints and/or distributes bus information to the public.
- Prepares operating and capital outlay budget for department. Submits budget recommendations for approval.
- Collects data for reports requested by school district or state agencies.
- Develops equipment specifications needed for capital equipment and supplies/tools for department.
- Makes arrangements for special trips and activities, by determining number of drivers needed for the event and the number of busses needed.
- Schedules substitute drivers and schedules drivers for established routes.
- Assists in the training of drivers in procedures, rules and policies, local laws, and safety rules.
- Inspects, cleans, repairs, and maintains school equipment and vehicles as required.
- Transports students when necessary.
- Maintains certification to manage the fuel pumps and tanks.
- Communicates with surrounding schools (Benton Stearns, Clara's House, and Children's Home) to set up transportation for students attending at their school.
- Ensures that all drivers perform their drug and alcohol screenings when required to do so.
- Other duties as assigned.

### **Qualifications including Education/Skills/Training Required:**

- High school diploma required or GED.
- CDL license required.

- Good communication, human relations, and conflict resolution skills required.
- Preferred experience in pupil transportation or fleet maintenance and two year technical training.

**Physical Demands of the Position:**

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 regularly required to sit, talk and hear. The employee is required to stand; walk; use hand to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District

**Working Conditions:**

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 the individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to risk of electrical shock, work near moving mechanical parts, work in high, precarious places, fumes or airborne particles, or outdoor weather conditions. The noise level in the work environment is usually moderate, but may occasionally be loud.

**Bargaining Unit:** Individual Contract

Approved by Foley School Board on May 27, 2003, revised December 19, 2016