



Steve Sallee
Superintendent

SOUTHLAND SCHOOL DISTRICT #500

203 2nd Street N.W. ~ P.O. Box 351 ~ Adams, Minnesota 55909

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TITLE: Transportation Director

CLASSIFICATION: Salaried employee

QUALIFICATIONS:

1. High School diploma or equivalent
2. 2 year vocational training preferred
3. 1-2 years mechanical experience
4. Must be a licensed bus driver

REPORTS TO: Superintendent of schools

JOB GOAL: Responsible for the organization, administration, supervision in the area of the school district transportation system in accordance with state law and policies along with school district policies. To perform general maintenance on all school vehicles and review bids for vehicle purchases.

PERFORMANCE RESPONSIBILITIES:

1. Prepare bus routes and route maps for drivers for regular school year and summer school.
2. Trains all drivers, recruits, interviews, checks background and recommends for employment bus drivers and substitute drivers.
3. Perform general maintenance on all school vehicles and grounds keeping equipment.
4. Performs yearly driver evaluations.
5. Certify drivers' training.
6. Responsible for district completing school bus safety course for all students on a yearly basis.
7. Prepare and submit all necessary bus transportation oriented reports and records including driver checklist and ensure their submission on a timely basis.
8. Mileage reports for all district owned vehicles submitted monthly and business office with any outside billings clearly marked.

9. Keep accurate bus lists for transported students detailing their type of transportation, ie. special education, 1-2 mile, etc.
10. Work with Superintendent on driver performance issues.
11. Check roads during the winter to insure safe driving conditions.
12. Communicates district policy to drivers.
13. Hire and schedule drivers for all district routes.
14. Assign drivers for field trips, extracurricular activities and other routes as needed.
15. Attend School Board Meetings as directed by Superintendent.
16. Arrange for substitute drivers as needed.
17. Coordinate all random drug tests.
18. Coordinate driver's meetings as needed.
19. Make sure all drivers have met yearly physical requirements.
20. Prepare and submit all transportation reports related to busing to the MN Department of Education.
21. Plow snow at bus garage during winter.
22. Clean all district vehicles on a regular basis.
23. Make sure all district vehicles pass DOT inspections.
24. Develop and maintain a long-term plan for purchasing vehicles.
25. Employee is responsible to be knowledgeable about all district policy.
26. Work with district office to maintain accurate and complete Type III files as required by law.
27. This job description is not intended to be all-inclusive, and employee will also perform other reasonable related business duties as assigned by immediate supervisor and other management as required.

Employee Acknowledgment

Date

*Serving Adams, Dexter, Elkton, Johnsburg, Rose Creek and Taopi
An affirmative action equal opportunity employer.*