



JOB TITLE	DEPARTMENT	REPORTS TO
Director of Transportation	Transportation	Chief Operations Officer

<b>Position No:</b> 78005	<b>Length of Work Year:</b> 12 Months
<b>Salary Schedule:</b> AD13	<b>Date Approved:</b> 4/27/04
<b>FSLA:</b> Exempt	<b>Date Revised:</b>

<b>MINIMUM QUALIFICATIONS</b>
<ol style="list-style-type: none"> <li>1. Bachelors Degree or higher in Business Administration, Public Administration, Educational Leadership or other related area.</li> <li>2. Minimum of three (3) years of public school experience or public/mass transportation experience with at least three (3) years of experience in a supervisory capacity.</li> <li>3. Knowledge of related technological systems desired.</li> <li>4. Knowledge of auto mechanics desired.</li> <li>5. Ability to perform the functions of the position.</li> </ol>
<b>DUTIES AND RESPONSIBILITIES</b>
<ol style="list-style-type: none"> <li>1. Develops and administers a district-wide transportation program, including program planning, implementation, and evaluation to meet all requirements of the daily instructional program and extracurricular activities.</li> <li>2. Develops and oversees a bus routing system.</li> <li>3. Recommends employment of new bus drivers, support staff and mechanics, and oversees the development of bus driver training programs.</li> <li>4. Supervises assigned personnel, conducts annual performance appraisals, and makes recommendations for appropriate employment action.</li> <li>5. Assists in the preparation of the administrative services budget.</li> <li>6. Directs the inspection, maintenance, and repair of school buses and other vehicles owned by the District.</li> <li>7. Establishes specifications for repair work beyond the capacity of district personnel.</li> <li>8. Considers and recommends special transportation services.</li> <li>9. Investigates requests and complaints relating to transportation and responds or makes recommendations to the School Principal or Assistant Superintendent of Facilities and Support Services for response.</li> <li>10. Projects needs for replacement or additional buses.</li> <li>11. Maintains or directs the maintenance of records relating to maintenance and repair of buses.</li> <li>12. Directs or conducts periodic studies for the purpose of improving the delivery of transportation services.</li> <li>13. Assists in the development of administrative guidelines for transportation services.</li> <li>14. Assists in the development of policies for transportation services.</li> <li>15. Assists in the development, implementation, and evaluation of staff development activities.</li> <li>16. Prepares all required reports and maintains all appropriate records.</li> <li>17. Performs other duties as assigned by the Assigned Area Assistant Superintendent.</li> </ol>
<b>PHYSICAL DEMAND CLASS:</b>
Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.