



JOB TITLE	DEPARTMENT	REPORTS TO
Transportation Manager	Transportation	Director of Transportation

Position No: 78010	Length of Work Year: 12 Months
Salary Schedule: N08	Date Approved: 6/11/19
FSLA: Exempt	Date Revised:

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Bachelor's degree or higher in Business Administration, Public Administration, Educational Leadership, or other related area. 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. 3. Knowledge of related technological systems desired. 4. Knowledge of auto mechanics desired. 5. Ability to perform the functions of the position.
DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Assist and oversees a bus routing system. 2. Supervises assigned personnel, conducts annual performance appraisals, and makes recommendations for appropriate employment action. 3. Assists in the preparation of the administrative services budget. 4. Assists the inspection, maintenance, and repair of school buses and other vehicles owned by the District. 5. Investigates requests and complaints relating to transportation and responds or makes recommendations to the School Principal or Director of Transportation. 6. Assist with the maintenance of records relating to maintenance and repair of buses. 7. Assists or conducts periodic studies for the purpose of improving the delivery of transportation services. 8. Assists in the development of administrative guidelines for transportation services. 9. Assists in the development of policies for transportation services. 10. Assists in the development, implementation, and evaluation of staff development activities. 11. Assists in the preparation of all required reports and maintains all appropriate records. 12. Performs other duties as assigned by the Director of Transportation.
PHYSICAL DEMAND CLASS:
Sedentary Light (SL) - Occasional lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-20 pounds. Occasional walking and/or standing may be required.