

**(SCHOOL DISTRICT) BOARD OF EDUCATION
JOB DESCRIPTION**

(Date)

Title: **Transportation Director or Supervisor**

Reports To: Assistant Superintendent or Local Superintendent

Employment Status: Full Time

FLSA Status: Exempt

Qualifications:

1. Successful experience in a supervisory position.
2. Knowledge of school bus traffic laws, safety, mechanics, and routing.
3. Good health, high moral character, and a high school graduate.
4. A valid commercial driver's license with CDL/bus driver endorsement is required.

General Description: Routing of school buses, scheduling special trips, supervision of drivers and mechanical repair, and maintains and promotes good community relations.

Essential Functions:

1. Adjust bus routes following the opening of school according to the size of the bus and the size of the load.
2. Responsible for the day-to-day supervision of assigned staff including but not limited to: scheduling, work assignments, assessment of work performance, providing assistance and support as required.
3. Shall take the necessary action(s) to address concerns with assigned staff including but not limited to: attendance, work performance, behavior, etc.
4. Set up kindergarten bus routes.
5. Works closely with and is in attendance during annual inspections made by the Michigan State Police inspector.
6. Be present at bus inspections.
7. Arrange for and/or conducts periodic driver safety meetings for all bus drivers.
8. Is responsible for the preparation of accident reports and reporting such to the local superintendent and/or the assistant superintendent.
9. Secures substitute transportation personnel.

10. Train and assign substitute bus drivers.
11. Ride with new bus drivers during their first several trips.
12. Recommend replacement drivers.
13. Keep maintenance records for all buses utilizing the district's software.
14. Schedule routine maintenance of buses and supervise the bus mechanics.
15. Help prepare specifications for the purchase of buses.
16. Investigate parent complaints.
17. Schedule academic and athletic field trips.
18. Maintain a current district map, a current roster of pupils transported, and prepare all reports applicable to the transportation department, i.e., route descriptions, pick up/drop off points, pupils--school attended, grade, bus number, and so forth utilizing the district's software.
19. Make periodic on-site inspection of buses.
20. Prepares the budget for the department.
21. Completes state forms and reports.
22. Create an information package for substitute drivers.
23. Ride each bus and learn all routes; establishes loading and unloading procedures.
24. Inspect bus turn-a-rounds and help determine stops.
25. Schedule the transportation of handicapped students.
26. Responsible for establishing effective relationships with district administrators, staff, union representatives, parents and the public.
27. Routes student discipline problems through building administrators.
28. Supervises and maintains a current inventory of supplies and materials related to transportation matters within the district.
29. Assists in promotion of good safety practices and procedures.
30. Works on committees as may be pertinent to the effective operation of the transportation department, i.e. annual bus driver seminar and so forth.

31. Keeps abreast of new techniques and operations concerning transportation.
32. Serves as a source of information on areas related to transportation.
33. Checks roads in inclement weather and advises local superintendent.

Other Duties and Responsibilities:

1. Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings;
2. Helps instill in students the belief in and practice of ethical principles and democratic values; and
3. Conducts other duties related to the director/supervisor's duties as assigned by the assistant superintendent or local superintendent of schools.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a bus, truck, or vehicle under inclement weather conditions.
3. Occasional interaction among unruly children.

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This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

(Superintendent or Designee)

(Date)

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the (School District) Board of Education Personnel Policy Manual.

(Signature)

(Date)