

**SCHOOL DISTRICT OF PUTNAM COUNTY
JOB DESCRIPTION**

ASSISTANT DIRECTOR, TRANSPORTATION

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Possess a valid Florida CDL Class B license with appropriate endorsements.
- (3) Have at least seven (7) years experience in school transportation
- (4) Willing to become certified as a Commercial Driver's License Examiner Train-the-Trainer.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledgeable in office practice skills. Operating knowledge of a school bus. Knowledgeable in safety precautions relating to transportation of students and of occupational hazards. Working knowledge of rules and regulations of school bus operations and State traffic laws. Knowledge of FCC radio rules and regulations. Ability to effectively communicate with bus drivers over two-way radio. General knowledge of vehicle mechanical systems.

REPORTS TO:

Director, Transportation

JOB GOAL

To ensure that the District's transportation system operates in a safe and efficient manner.

SUPERVISES:

Bus Drivers
Bus Attendants
Other Assigned Support Personnel

PERFORMANCE RESPONSIBILITIES:

- * (1) Plan and coordinate school bus routes and stop locations.
- * (2) Serve as a liaison between the Department of Transportation, schools and community regarding bus routes and scheduling.
- * (3) Assist in developing and implementing a safety training program.
- * (4) Conduct in-service training for experienced drivers and attendants.
- * (5) Conduct new driver and attendant training programs.
- (6) Check the safety of routes and stops.
- * (7) Monitor drivers and attendants to ensure safe operation and conformity with laws, rules and policies.
- (8) Resolve complaints by parents and school personnel.
- * (9) Assist in compiling the FEFP report.
- * (10) Use positive, effective interpersonal communication skills.
- (11) Drive a bus when required.
- (12) Attend in-service activities as required.
- * (13) Train personnel to become Commercial Driver's License Examiners.
- * (14) Administer the road and skills part of the Commercial Driver's License Examination.
- (15) Compile, edit and disseminate information confidential to collective bargaining.
- (16) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 4

SALARY LOCATOR: Support Personnel Salary Schedule 1