

**SCHOOL DISTRICT OF PUTNAM COUNTY
JOB DESCRIPTION**

DIRECTOR, TRANSPORTATION

QUALIFICATIONS:

- (1) Bachelor's Degree desired. Extensive experience in the area of Transportation in either the private or public sector may be accepted in lieu of a Bachelor's Degree.
- (2) Minimum of ten (10) years experience in transportation work and / or three (3) years supervisory experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge 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 as they apply to school bus operations and State traffic laws. Ability to supervise and manage a large staff of employees.

REPORTS TO:

Associate Superintendent for Support Services

JOB GOAL

To enable each student, through safe and efficient transportation, to take full advantage of the range of curricular and extracurricular activities offered by the District.

SUPERVISES:

Bus Drivers
Bus Aides
Other Assigned Support Personnel

PERFORMANCE RESPONSIBILITIES:

- * (1) Develop and administer a District-wide transportation program.
- * (2) Investigate and resolve transportation complaints.
- * (3) Prepare the F.E.F.P. transportation report.
- * (4) Prepare and administer the transportation budget.
- * (5) Supervise the inspection, maintenance and repair of buses and Board-owned vehicles.
- * (6) Develop, coordinate and administer a bus routing system.
- * (7) Assist in development of transportation policies and guidelines.
- * (8) Project needs for new buses, replacement buses and equipment.
- * (9) Supervise the purchase of repair parts, supplies and equipment.
- (10) Recommend special transportation services.
- (11) Establish specifications for repair work beyond the capacity of District personnel.
- (12) Maintain records on maintenance and repair of buses and other equipment.
- * (13) Assist in the development, implementation and evaluation of staff development activities.
- * (14) Use positive, effective interpersonal communication skills.
- (15) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force 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 appraised in accordance with provisions of the Board's policy on appraisal of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 9

SALARY LOCATOR: Support Personnel Salary Schedule 4