

SCHOOL DISTRICT OF JACKSON COUNTY

JOB DESCRIPTION

DIRECTOR OF TRANSPORTATION

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited institution.
- (2) Minimum of five years experience in education or transportation, to include three years in a supervisory or administrative capacity.
- (3) Possess a Commercial Driver's License.
- (4) Experience as a principal of assistant principal preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of federal and state law as it pertains to school transportation, traffic laws and regulations. Knowledge of school transportation systems and equipment. Ability to plan and schedule a District-wide bus routing program. Knowledge of vehicle service and maintenance techniques and procedures. Ability to manage finances and departmental budgets. Ability to manage supervisory and technical personnel. Knowledge of safety standards for vehicles and transportation and inspection requirements. Ability to utilize technology to enhance management of the department. Ability to plan, manage and supervise personnel.

REPORTS TO:

Superintendent

JOB GOAL

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

SUPERVISES:

Mechanics
Bus Drivers/Monitors
Other Assigned support personnel

PERFORMANCE RESPONSIBILITIES

- (1) Develop and administer a District-wide transportation program, including program planning, implementation and evaluation to meet all requirements of the daily instructional program and extracurricular activities.
- (2) Direct the inspection, maintenance and repair of school buses and other vehicles owned by the District.
- (3) Oversee repair work on buses and vehicles.
- (4) Oversee the purchase and inventory of parts, fuels and supplies.
- (5) Develop and oversee a bus routing system.
- (6) Consider and recommend special transportation services.
- (7) Administer the department's approved budget.
- (8) Oversee the scheduling and driver assignments of special trips.

Board Approved December 14, 1999
Amendment Board Approved April 15, 2003

A17

DIRECTOR OF TRANSPORTATION (Continued)

- (9) Inspect and monitor conditions at bus stops and school loading zones.
- (10) Confer regularly with principals and District-level administrators on the adequacy of services, safety, and school bus discipline
- (11) Investigate requests and complaints relating to transportation and respond or make recommendations to the school principal, Assistant Superintendent, or Superintendent.
- (12) Project needs for replacement or additional buses.
- (13) Maintain or direct the maintenance of records relating to maintenance and repair of buses.
- (14) Prepare Florida Education Finance Program (FEFP) transportation reports.
- (15) Direct or conduct periodic studies for the purpose of improving the delivery of transportation services.
- (16) Assist in the determination of locations for instructional programs at school centers.
- (17) Oversee the development of bus driver training programs.
- (18) Assist in the development of administrative guidelines for transportation services.
- (19) Assist in the development of policies for transportation services.
- (20) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- (21) Prepare all required reports and maintain all appropriate records.
- (22) Assist in the preparation of the budget for transportation, including bus replacements.
- (23) Perform other incidental tasks consistent with the goals and objectives of this position.
- (24) Other duties assigned by the immediate administrator or supervisor.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or 10 pounds of force constantly to move objects.

TERMS OF EMPLOYMENT:

Approved Unit Compensation plan, pay grade 12-15
12 months
7.5 hours per day

EVALUATION:

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