

Attachment C-1

TITLE: Assistant Director of Transportation

QUALIFICATIONS:

1. At least five years of experience in the school transportation field;
2. Commercial Driver's License with Passenger and School Bus Endorsements required with a clean driving record;
3. High School diploma or equivalent;
4. Additional education or professional development in school transportation preferred;
5. Two or more years of supervisory experience preferred;
6. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

REPORTS TO: Director of Transportation

GENERAL FUNCTION: To assist the Director of Transportation with the daily management of pupil transportation and training of all transportation personnel.

PERFORMANCE RESPONSIBILITIES:

1. Under the supervision of the Director of Transportation, develop and implement annual training as well as new hire training.
2. Supervise safety training by establishing objectives, standards and accountability for job performance.
3. Ensure all new hires meet training requirements and work with the drivers on areas in need of improvement.
4. Perform Driver Proficiency Evaluations on drivers during the school year as assigned by the Director of Transportation.
5. Oversee retraining for drivers on an as needed basis.
6. Maintain records related to drivers licenses, physicals and fingerprints and ensure their renewals are timely.
7. Obtain Driver Abstracts from Stage agencies for all drivers semi-annually and monitor for violations.
8. Document and maintain all training records for all transportation staff.
9. Conduct Driver Safety Meetings as assigned by the Director of Transportation.
10. Investigate complaints related to safety issues and make recommendations for corrective action to the Director of Transportation.
11. Work with the Technology Department to maintain and update the Versatrans routing program.
12. Create district routes and present them to the Director of Transportation for approval.
13. Continually evaluate routes for efficiency and make recommendations to the Director of Transportation.
14. Communicate with school administrators and parents on transportation related items on an as needed basis.
15. Oversee the Transportation Department in the absence of the Director of Transportation.
16. Assist the Director of Transportation with annual reviews of all transportation personnel.
17. Performs other duties as directed by the Director of Transportation, School Business Administrator and Superintendent.

TERMS OF EMPLOYMENT: Twelve months per year.
Salary as determined by The Board of Education.

EVALUATION: Performance of this position will be evaluated in accordance with the Board of Education's policies and procedures on evaluation of administrative personnel.

DATE OF BOE APPROVAL: 6-15-21

Approved: