

ST. TAMMANY PARISH SCHOOL BOARD
Covington, Louisiana

Job Description

TITLE: Assistant to the Director of Transportation (FLSA Status: Exempt)

- MINIMUM QUALIFICATIONS:**
1. High School Diploma, College Degree Preferred
 2. Mechanical knowledge
 3. Geographical knowledge of St. Tammany Parish
 4. Experience in Transportation Laws and Safety preferred, but not required
 5. Supervisory experience preferred, but not required
 6. Excellent driving record
 7. Have own reliable transportation
 8. References required
 9. Must be able to certify as a School Bus Driver

REPORTS TO: Director of Transportation

JOB SUMMARY:

- Develops personal goals and objectives to ensure effective leadership.
- Assists in preparation of reports required for compliance with Federal, State and Local regulations.
- Provides an open-door policy which allows for disagreements and suggestions.
- Demonstrates the highest ethical standards in dealing with colleagues, students and parents.

ESSENTIAL JOB FUNCTIONS:

TO ASSIST PARISH DIRECTOR OF TRANSPORTATION IN THE FOLLOWING:

1. Disseminating, interpreting and administering all policies and data related to pupil transportation.
2. Directs and supervises a safe and efficient transportation system for students.
3. Requests new bus routes and attendants from State Department, and sets up new routes or adjusts present bus routes.
4. Directs and supervises all bus drivers in assigned area of the Parish.
5. Establishes or follows established programs for complete training of all regular, substitute, and activity bus drivers and bus attendants.
6. Screens and hires new drivers and attendants as needed.
7. Obtains required paperwork from drivers as well as supervising in the updating of Computerized Transportation System, files and conduct forms.
8. Sets up site, etc., for State Bus Inspections and Porto-Clinics prior to the beginning of each school year.
9. Notifies all drivers of all inspections, including State Inspection, Safety Sticker Inspection in January and Brake Tag Inspections in November and April of each school year.
10. Sees that proper orders are completed and forwarded to the Maintenance Department when bus sheds are requested.
11. Sees that all Pre-Inservice, Inservice and Safety Meetings are properly attended by all necessary personnel.
12. Completes State Audits of bus routes when required.
13. Makes periodic checks of all bus routes as to length of route, driver proficiency, and student awareness of Safety Procedures.
14. Sees that the required Safety Evacuation Drills and Safety Training of students is complete in cooperation with school personnel.
15. Attends all required transportation meetings.
16. Investigates bus accidents and parent complaints.
17. Develops a general working knowledge of the computerized routing system.

ADDITIONAL DUTIES AND RESPONSIBILITIES: All other duties as assigned or required.

PHYSICAL DEMANDS:

1. Must be in good health.
2. Possesses physical ability adequate to perform job responsibilities.
3. Must have physical strength if it becomes necessary to maneuver the bus.
4. Other demands involve sitting for long periods of time in carrying out job functions.

ENVIRONMENTAL CONCERNS:

Must be able to perform job responsibilities in both good and inclement weather conditions.

TERMS OF EMPLOYMENT: 12 months per year, salary in accordance with current salary schedule.

ACCOUNTABILITY: Performance of this job will be evaluated by the Director of Transportation in accordance with provisions of the Board's policy for Evaluation of Support Personnel.

The Superintendent reserves the right to review, revise, update or change the job and any/all duties due to changes in job content, organizational structure, or state or federal laws.

Approved by: _____

Date: _____

Reviewed and Agreed to by: _____
(Incumbent)

Date: _____

Incumbent's Name (Please Print)

Employee Identification Number

Original- Human Resources Department

Copy- Supervisor

Copy - Employee