

ST. TAMMANY PARISH SCHOOL BOARD
Covington, Louisiana

JOB DESCRIPTION

TITLE: Director of Transportation (FLSA: Exempt)

MINIMUM QUALIFICATIONS:

1. U.S. citizen or authorized alien.
2. High school diploma or equivalent.
3. Mechanical knowledge.
4. Geographical knowledge of St. Tammany Parish preferred.
5. Experience in transportation laws and safety.
6. Supervisory experience.
7. Excellent driving record.
8. Have own reliable transportation.
9. Must be able to certify as a School Bus Driver.
10. Must possess physical and mental stamina to perform all job functions, tasks and duties.

REPORTS TO: Associate/Assistant Superintendent

JOB SUMMARY:

1. Develops personal goals and objectives to ensure effective leadership.
2. Prepares all reports required for compliance with Federal, State and Local regulations.
3. Provides an open-door policy that allows for disagreements and suggestions.
4. Demonstrates the highest ethical standards in dealing with colleagues, students and parents.

ESSENTIAL JOB FUNCTIONS:

1. Disseminates, interprets and administers 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 establishes new routes or adjusts present bus routes.
4. Directs and supervises all bus drivers in assigned areas 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 supervises the updating of the Computerized Transportation System, files and conduct forms.
8. Establishes sites, dates, 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. Ensures that proper orders are completed and forwarded to the Maintenance Department when bus sheds are requested.
11. Ensures that all Pre-In-service, In-service, 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. Ensures that the required Safety Evacuation Drills and Safety Training of students are 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 by the Associate/Assistant Superintendent.

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.

SUPERVISES: Transportation Department employees.

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

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

Approved by: _____ **Date:** _____

Reviewed and Agreed to by: _____ **(Incumbent)** **Date:** _____

Incumbent's Name _____
Employee Identification Number

Original-Human Resources Department **Copy-Supervisor** **Copy- Employee**

(Rev: 4/2021)