

MADISON COUNTY SCHOOLS
Job Description

CLASS TITLE: ASSOCIATE DIRECTOR OF TRANSPORTATION

REPORTS TO: Director of Transportation

EXEMPT STATUS: Exempt

APPROVED: January 14, 2016- Order #2016-1720

BASIC FUNCTION:

Coordinate the activities and operations of student transportation in an assigned geographical area of the school District; transfer regular, advance, traditional, extracurricular and handicapped students.

REPRESENTATIVE DUTIES:

- Develop knowledge of areas assigned including location of streets, new developments, schools, and school District boundaries; develop an awareness of traffic patterns within the area.
- Assist other personnel in establishing and preparing routes.
- Instruct drivers on individual route assignments; maintain current records of routes and route changes within the area.
- Consolidate routes and other route changes within an assigned area.
- Assist drivers, principals and the public in solving routing issues; resolve student transportation issues with parents, principals and other school administrators.
- Assign substitute and stand-by drivers; assure bus routes are covered.
- Assist in training and retraining bus drivers.
- Assist in attendance and payroll procedures.
- Assist in compiling statistical records.
- Maintain regular attendance.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Modern practices, procedures and equipment for the operation of a school district transportation system.
- Provisions of the Kentucky Motor Vehicle Code and the Kentucky Administrative Regulations applicable to the operation of vehicles used to transport students.
- Special transportation State reimbursements.
- Safe driving practices.
- Principles of efficient and economical bus routing techniques and scheduling of employees.
- Rules and regulations affecting school district transportation department.
- Geographic and topographic characteristics of community served by the District.
- Record-keeping techniques.
- Bus driving techniques and safety.

ABILITY TO:

- Plan and coordinate regular bus schedules and organize emergency routing as needed to transport students to and from school and athletic events and on field trips.
- Resolve student transportation issues with parents, principals and other school administrators.
- Coordinate, develop and implement an efficient student transportation system and develop and schedule efficient bus route systems.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Maintain records and prepare reports.
- Modern office practices, procedures and equipment.
- Communicate effectively both orally and in writing.

PHYSICAL DEMANDS

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights up to 50 pounds

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma or G.E.D. Certificate as required by Kentucky law including three years of responsible experience in student transportation or related experience.

LICENSES AND OTHER REQUIREMENTS:

Valid Kentucky Commercial Class B driver's license.