

## OZARK R-VI SCHOOLS JOB DESCRIPTION

**TITLE: DIRECTOR OF TRANSPORTATION**

### QUALIFICATIONS:

1. Ability to supervise, organize, direct others
2. Thorough knowledge of transportation function, rules and regulations
3. Excellent organizational skills
4. Excellent communication skills; ability to work with students, faculty, staff and general public in a diplomatic, friendly and efficient manner
5. Must hold CDL with Passenger, School Bus and Air Brake Endorsements
6. Required Background clearance results must be satisfactory to the District
7. Ability to pass required annual physical
8. Ability to pass mandatory random drug tests

**REPORTS TO:** Assistant Superintendent of Operations

**JOB GOAL:** To administer the overall transportation operation of the District directly and through the Director of Operations so as to provide safe and efficient transportation to and from school and to and from approved extra-curricular/non-route activities

### PERFORMANCE RESPONSIBILITIES:

1. Reviews and assigns routes and stops
2. Assumes responsibility for obtaining qualified drivers
3. Receives complaints/concerns of patrons concerning transportation function; investigates concerns directly or causes such investigation by other staff members; responds to patron or causes response to occur by other staff members
4. Oversees bid process in the purchasing of buses or other transportation equipment and supplies
5. Accurately completes and submits required reports to DESE Transportation Section, including but not limited to Depreciation Schedules, Route Approval Forms, Application for Transportation Aid and Accident Reports
6. Provides a system to keep accurate records of student count, mileage, etc
7. Insures that all transportation rules and regulations are followed
8. Recommends to Director of Operations and Superintendent whether to operate or close school during inclement weather. Will assist in checking roads and assist in making this decision
9. Oversees transportation budget
10. Evaluates transportation employees
11. Performs other duties as required or assigned

**PHYSICAL DEMANDS:** Must be capable of riding and driving a bus, be able to sit for long periods of time  
May require some walking

**TERMS OF EMPLOYMENT:** 12 month position

**TYPE OF POSITION:** Exempt

EVALUATION: Evaluated annually by the Assistant Superintendent of Operations  
APPROVED BY SCHOOL BOARD: February 21, 2019