

Lauderdale County Schools  
Florence, AL

Job Description

Position: Director of Transportation

**Department:** Business Operations

**Reports To:** Assistant Superintendent of Business Operations

**FLSA Status:** Exempt

**Contract Days:** 240 days

**Salary:** Based on the System Salary Schedule

**Qualifications:**

Certified

1. Minimum: Master's degree in Administrative Education from an accredited college or university.
2. Certified in accordance with the Alabama State Board of Education requirements.
3. Valid Class A or B CDL with a passenger endorsement and be insurable for vehicle operation or obtain license and endorsement within six months of employment.

Non-Certified

1. Minimum: High school degree or equivalent
2. 10 years experience in field
3. Valid Class A or B CDL with a passenger endorsement and be insurable for vehicle operation or obtain license and endorsement within six months of employment.

**Purpose of Job**

Responsible for the organization, administration, and supervision of all functions of the Transportation Department in accordance with State laws, and District policies and procedures.

**Essential Duties and Responsibilities:**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Supervises and manages bus drivers, bus aides, substitute drivers, substitute aides, and office staff.
- Responsible for the overall direction, coordination, and evaluation of these employees.
- Performs supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Assesses incidents and complaints (e.g. other administrators, public agencies, parents, transportation regulation agencies, vendors, etc.) for the purpose of resolving or recommending a resolution to the situation.

- Collaborates with internal and external personnel (e.g. other administrators, public agencies, parents, transportation regulation agencies, vendors, etc.) for the purpose of implementing and/or maintaining services and programs (e.g. routing software and Trip Planner software).
- Requests and monitors budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Facilitates and/or participates in meetings, conferences, and workshops for the purposes of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
- Maintains Personnel records on all transportation personnel which consist of personnel training records, evaluations, complaints, copy of driver's licenses, physicals, drug and alcohol records, and motor vehicle records, etc.
- Oversees time/attendance of Transportation employees, approves all payroll documents, and ensures that reports are sent to payroll department.
- Maintains records for preparation of State and Local reports as prescribed by State law and District Policy.
- Interpret transportation procedures and regulation to general public and staff.
- Organizes and implements a bus driver training program covering all required Federal, State and Local laws. Provides a training program for student management and discipline. Provides a school bus safe rider training program.
- Organizes and implements information system for staff and general public as it relates to school bus stops, runs, routes, time schedules, school opening and closing time, school zone information, and other information.
- Proposes recommendations that may improve transportation service and efficiency such as, rules, regulation for drivers, aides and students, and facility improvement.
- Assists in the planning, implementation, and supervision of safe loading and unloading procedure for all schools.
- Plans and creates bus discipline policies, safety programs, training programs, and operational manuals for drivers and aides.
- Performs such other tasks and assumes such other responsibilities as the Superintendent or Assistant Superintendent may assign.

### **Additional Job Functions**

Perform other duties as assigned.

### **Evaluation**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, sit, use hands for fine manipulation, handle or feel, and reach with hands and arms. The employee is frequently required to stand, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close, distance and peripheral vision, depth perception, and ability to adjust focus.

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this job (or the position itself) at any time.

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

\*Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_

**\*All employees hired on or after July 1, 2018 will be required to sign his/her job description that will be filed in his/her personnel record.\***

Approved May 30, 2018 Board Meeting (#18)