

**Monroe-Gregg School District
Role Description**



Job Title: Transportation Director
Location: Transportation Department
Job Group: Classified- Exempt (260 Days)
Reports to: Superintendent

The transportation director is a senior leadership position serving as a cabinet officer in the organization. The primary responsibility of this position is to direct student transportation services for the district. The position is responsible for supervising transportation staff, ensuring students arrive to school and home safely, and performing related administrative and supervisory tasks.

Essential Responsibilities:

- Develops and directs student transportation services for Monroe-Gregg School District to meet all requirements of the daily instructional program and extracurricular activities.
- Develops, recommends, and implements approved transportation policies and procedures.
- Recruits, provides training, and evaluates bus drivers and bus aides.
- Researches, establishes, and monitors bus routes; adjusts routes and load counts as necessary to ensure compliance with applicable laws, regulations, policies, procedures, and standards of safety.
- Coordinates with administrators to achieve safe loading and unloading zones for school buses.
- Provides guidance to bus drivers in dealing with student behavior issues; assists in coordinating disciplinary action with school administrators and parents as appropriate; counsels and corrects drivers as needed.
- Meets with school personnel to resolve transportation issues for students requiring accommodation and students who qualify under the McKinney Vento Act.
- Provides, as needed, special transportation capabilities to exceptional children.
- Maintains records and reports all school bus driver certification as required by law.
- Investigates and reports accidents involving transportation vehicles and coordinates claims with the administration office; Orchestrates post-accident and random drug and alcohol screening for all transportation employees.
- Advises staff of laws and regulations pertaining to the operation of public-school buses, activity buses, and other vehicular transportation in support of students.
- Manages all aspects of the activity bus program to include training, utilization, and reimbursement for use.
- Maintains an effective safety mindset amongst department employees, school staff, and student families.
- Develops and implements initial and refresher safety training programs for transportation employees which focus on and incorporate OSHA requirements; special education needs as directed by federal, state, and local regulations, safe and defensive driver training techniques; and any other safety training tailored to meet the needs of the transportation employees.
- Assists administrators in securing training materials and providing school bus safety instruction for students.
- Reports expenditure information, student rider information, contract transportation rider information, driver hour and mileage information, and other pertinent data to the administration office and others as required.
- Receives and responds to inquiries, concerns, and complaints in areas of responsibility.
- Attends continuing education programs and training to maintain current knowledge as it applies to school transportation management.
- Represents the district at state and regional meetings related to school bus transportation.
- Substitutes as a bus driver when needed.
- Attends training, staff meetings, and district meetings to stay abreast of changing developments and policies.
- Maintains positive professional relationships with staff, students, parents/guardians, and administrators.
- Maintains confidentiality and a need-to-know policy with regards to staff and student information.
- Completes safety training and drills to remain knowledgeable of responsibilities in the event of an emergency.
- Remains knowledgeable of procedures for reporting suspected child abuse and/or neglect.
- Complies with all district policies and procedures.
- Communicates regularly with the superintendent regarding issues and concerns.
- Other duties as assigned by the superintendent.

Essential Qualifications:

- High school diploma or equivalent.
- Previous experience in school transportation supervision or management.
- Valid CDL license with school bus endorsement.
- Must possess a safe driving record and pass a criminal background check, drug screen, and DOT physical as required by law.
- Must meet all qualifications set forth by the Indiana Department of Education.
- Thorough knowledge of the principles and practices for administering a school system transportation department.
- Thorough knowledge of federal, state, and county laws concerning school transportation operations and safety.
- Ability to exercise tact and courtesy when working with school personnel and student families.

Physical Demands:

The physical demands described are representative of those that must be met to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires frequent sitting; must use hands to handle or feel, use foot controls to drive, reach with arms, climb, bend, stoop, and kneel. Walking and standing is regularly needed.
- Must be physically able to perform and demonstrate emergency evacuation procedures.
- Communicate orally and hear on a two-way radio with the drivers, transportation department personnel, and administrators.
- Specific vision abilities include close vision, distance vision, night/dusk vision, color vision, and peripheral vision.
- May be required to carry, push, and/or pull up to 50 pounds.

Environmental Conditions:

Duties are performed in a school office setting and on a school bus when acting in the capacity of a driver. Extreme weather conditions to include heat, cold, wet and/or humid conditions may exist. While performing the duties of this job, the employee is frequently exposed to loud noise levels; fumes or airborne particles; noxious odors; vibrations from driving a bus; and traffic. The employee is occasionally exposed to moving mechanical parts.

Terms of Employment and Evaluation:

Employed for a prescribed number of service days and benefits as outlined in the administrator/classified handbook. Performance of said duties will be evaluated in accordance with district policy.

Acknowledgement:

The intent of this role description is to provide a representative summary of the types of responsibilities that will be required and shall not be construed as a declaration of the only responsibilities of the position. I have read and been informed about the expectations contained within this role description.

Employee Signature Date

Monroe-Gregg School District is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, age, religion, disability, sex, veteran status, genetic information, or any other legally protected category in its employment practices. All employees are expected to be knowledgeable of non-discrimination policies and their duty to report to include Section 504, Title VI, Title IX, and non-discrimination in general.