



KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

Transportation Director

(Adopted 12/17/2012, Rev. 02/17/2014, Rev. 04/28/2016)

Qualifications:

1. Valid commercial driver's license
2. High school diploma or equivalent
3. Minimum three years' successful school transportation experience
4. Knowledge of state laws and regulations governing school bus construction and maintenance, and pupil transportation
5. Demonstrated skills in personnel management, route scheduling, fleet maintenance and cost containment
6. Required criminal history review background check and proof of U.S. citizenship or legal resident alien status
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Reports To:

School Business Administrator/Board Secretary

Supervises:

Bus drivers, bus aides, clerical personnel as assigned, vehicle mechanics, substitute drivers and bus aides.

Job Goal:

To oversee the operation of the school transportation program and to ensure the safe and efficient transport of pupils to curricular and extra-curricular activities. Goals are for both Kingsway Regional and South Harrison School District.

Performance Responsibilities:

1. Assumes responsibility for the safe and efficient operation of the school transportation program.
2. Ensures compliance with all laws, regulations and Board policy related to school transportation.
3. Prepares all bus routes, determines bus stops, pick-up times; and ensures compliance with bus capacity limitations.
4. Recruits, trains, supervises and evaluates the performance of all transportation personnel, and makes recommendations regarding their employment, promotion and release.
5. Develops and administers a transportation program to meet the needs of the daily instructional program, field trips and extra-curricular activities.
6. Arranges for transportation of handicapped pupils as determined by the Child Study Team.
7. Works with the School Business Administrator to formulate specifications for transportation contracts with private vendors as necessary.
8. Makes recommendations for the purchase of new vehicles, and assists in the preparation of bid specifications for them.
9. Maintains all district-owned vehicles; develops a plan for preventive maintenance; and oversees operations in the bus garage.
10. Prepares and administers the transportation budget.
11. Promotes the safety of pupils through pre-service and regularly-scheduled in-service training of bus drivers and substitute drivers.
12. Periodically inspects all board-operated buses for cleanliness and proper maintenance.



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13. Works cooperatively with principals to make arrangements for bus emergency evacuation drills at all schools.
14. Responds to transportation inquiries by the public and handles all complaints.
15. Prepares all transportation records and reports as required by law, code or Board policy.
16. Ensures the timely state inspection of all board-operated buses.
17. Advises the Superintendent on road conditions for decisions on school closing during inclement weather.
18. Conducts an annual cost analysis of the transportation equipment; develops recommendations for future equipment and personnel needs.
19. Maintains an individual and permanent file on each board-owned vehicle as required under law and makes them available for inspection upon request.
20. Prepares jointures and billing for constituents for all transportation.
21. Performs other duties as assigned.
22. Perform all other responsibilities and duties as may be assigned by the Superintendent of Schools and/or his/her designees.

Employment conditions:

Contract year:	July 1 to June 30
Job Family	District Supervisor
Pay Grade/Compensation Structure:	G08
Evaluation:	In accordance with Board policy
Job Code:	9000