

**TITLE:** DIRECTOR OF TRANSPORTATION

**QUALIFICATIONS:**

1. Valid Missouri Commercial Drivers License with “S” and “P” endorsement
2. Verifiable safe driving record
3. Up-to-date physical
4. Demonstrate the ability to drive a school bus
5. State and FBI background check
6. Good human relations skills
7. Licensed Vehicle Inspector
8. Certified School Bus Driver Trainer and Instructor
9. Certified with D.E.S.E.
10. Member in good standing with the M.A.P.T. and N.A.P.T.
11. Bachelors Degree in Business Administration

**REPORTS TO:** Superintendent/Assistant Superintendent

**JOB GOAL:** To provide safe and reliable transportation of students to and from school.

**PERFORMANCE RESPONSIBILITIES:**

1. To oversee all mechanical work.
2. Keep up-to-date maps of all routes.
3. Oversee the record keeping of all parts purchased.
4. Ensure that all bus stops meet or exceed standard requirements for safety by the Department of Elementary and Secondary Education.
5. Consult with the Superintendent on hiring new drivers and contracting of present drivers.
6. Oversee the training of new drivers, so that all requirements are met according to school policy and state regulations.
7. Update all drivers on state and school ruling and policy changes.
8. Conduct safety meetings according to the Department of Elementary and Secondary Education guidelines.
9. Handle bus discipline.
10. Speak with all drivers daily to determine if a problem may exist to hamper their ability to drive.
11. Provide assistance in routing trips with substitute drivers.
12. Consult with administrators at all 4 schools to assist in minimizing any difficulties with loading and unloading at their particular school.
13. Spot check videotapes to check for discipline problems. Use the tapes to instruct drivers on how to achieve better discipline.
14. Keep up-to-date records for transportation reports.
15. Consult with the Assistant Superintendent on ordering bus fuel.
16. Serve as positive role model for drivers and students.
17. Make sure all required driver reports deadlines are met in a timely and efficient manner.
18. Perform other duties as asked or assigned to the Transportation Department.

19. Consult with Superintendent and/or Assistant Superintendent regarding any accidents involving one of our school buses.
20. Keep records of random drug testing and the notification of bus drivers.
21. List bus specifications for new buses and submit them to the companies for sealed bids.
22. Keep updated and meet all environmental regulations regarding fuel storage and the disposal of hazardous materials.
23. Maintain a personnel file on all Transportation employees.

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Education.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provision of the Board's policy on Evaluation of Support Personnel.

Signed:\_\_\_\_\_ Date:\_\_\_\_\_  
(Director of Transportation)

Signed:\_\_\_\_\_ Date:\_\_\_\_\_  
(Superintendent/Assistant Superintendent)