

**SCHOOL DISTRICT OF BAKER COUNTY**

**JOB DESCRIPTION**

**DIRECTOR, TRANSPORTATION**

**QUALIFICATIONS:**

- (1) Master's Degree
- (2) Minimum of three (3) years successful experience in education or transportation.
- (3) Combination of training and experience substantially equivalent may be substituted for above requirements.
- (4) Possess a valid Florida CDL with appropriate endorsements.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of auto mechanics desired. Knowledgeable in office practice skills. Operating knowledge of a school bus. Knowledgeable in safety precautions relating to transportation of students and of occupational hazards. Working knowledge of rules and regulations as they apply to school bus operations and State traffic laws. Ability to supervise and manage a large staff of employees.

**REPORTS TO:**

Executive Director for Support Services

**JOB GOAL**

To supervise bus operations to provide safe and efficient transportation that will enable each student to take full advantage of the curricular and extracurricular activities offered by the District.

**SUPERVISES:**

- Bus Drivers
- Mechanics
- Exceptional Student Education Resource / Bus Driver
- Exceptional student Education Transportation Aide to Other Districts
- Other Assigned Support Personnel

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Supervise the planning, implementation and evaluation of transportation services.
- \* (2) Survey transportation needs and recommend bus route schedules as appropriate.
- \* (3) Direct the investigation of school bus accidents.
- \* (4) Supervise and coordinate the accident review board.
- \* (5) Supervise and monitor the bus routing system.
- \* (6) Direct the development and implementation of driver training programs.
- \* (7) Serve as a liaison with parents, school personnel and the public regarding all transportation issues.
- \* (8) Develop administrative guidelines for transportation services.

**23.00**

**DIRECTOR, TRANSPORTATION (Continued)**

- \* (9) Assist in the development, implementation and evaluation of staff development activities.
- \*(10) Prepare, maintain and submit all required reports.
- (11) Assist in the development of the business and operations budget.
- (12) Develop and implement a schedule for crossing guards at designated student crossings.
- \*(13) Use positive, effective interpersonal communication skills.
- (14) Assist with F. E. F. P. data collection and reporting.
- (15) Monitor weather reports and conditions as required.
- (16) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be appraised in accordance with provisions of the Board's policy on appraisal of personnel.

\*Essential Performance Responsibilities

**Job Description Supplement Code 9**