

6. Monitor fuel deliveries and distribution.
7. Oversee repair of all district-owned vehicles and preventive maintenance. Ensure vehicle repair requests and work orders are prioritized and processed in a timely manner. Contract for outside services that cannot be performed in shop.

Policy, Reports, and Laws

8. Implement federal and state law, State Board of Education rule, and board policy.
9. Compile, maintain, file, and present all reports, records, and other documents required.
10. Prepare, process, and maintain all documents required to verify safety certification and alcohol and drug testing of bus drivers.
11. Ensure employee time records are accurately maintained and data necessary to process transportation payroll is delivered in a timely manner.
12. Follow district safety protocols and emergency procedures.

Budget and Inventory

13. Develop and administer budget based on documented needs and ensure operations are cost effective and funds are managed wisely.
14. Maintain current inventory of supplies and parts and initiate purchases in accordance with budgetary limitations and district policies. Approve and forward invoices for transportation to accounting department.
15. Recommend disposal of obsolete or worn out vehicles and equipment. Recommend purchase of vehicles as necessary.

Student Management

16. Implement district's student discipline policies and ensure expectations about appropriate behavior when using district transportation are communicated to students. Enforce student discipline and suspension of riding privileges for any student who violates rules and regulations.
17. Investigate reported concerns and take appropriate action to resolve issues.

Personnel

18. Select, train, supervise, and evaluate staff and make recommendations relative to assignment, retention, discipline, and dismissal.
19. Prepare, review, and revise transportation department job descriptions.

Safety

20. Enforce safety standards that conform with state, federal, and insurance regulations and develop a program of preventive safety.

21. Assess road conditions and hazards and advise administration about inclement weather conditions that may result in delayed starts or the closing of schools.
22. Investigate school bus accidents and student safety violations.
23. Maintain safety standards in conformance with federal, state, and insurance regulations.
24. Organize and conduct training programs to promote a safe work environment.
25. Ensure transportation equipment is in excellent operating condition.
26. Follow district safety protocols and emergency procedures.

Other

27. Participate in development of the district's disaster plan and be prepared to take an active role in responding to emergencies as needed.
28. Attend and make presentations at conferences and school board meetings regarding transportation issues and innovations.
29. Operate bus as needed.

Supervisory Responsibilities:

Supervise, evaluate, and recommend the hiring and firing of shop foreman, dispatcher, parts manger, bus drivers, and bus monitors.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including computer and peripherals; district vehicle; school bus

Posture: Prolonged sitting; frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking; regular grasping/squeezing, wrist flexion/extension, and reaching; regular driving

Lifting: Regular light lifting and carrying (less than 15 pounds)

Environment: Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, vibration; exposure to chemical hazards; work around vehicles and machinery with moving parts; regularly work irregular with irregular hours; occasional prolonged hours; frequent districtwide travel; occasional statewide travel

Mental Demands: Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.