

**Wentzville R-IV School District**  
**Position Description**  
**Locator: 1.18**

**Position Title:** Director of Transportation

**Reports To:** Assistant Superintendent for Administrative Services

**QUALIFICATIONS/REQUIREMENTS**

The Director of Transportation shall have a bachelor's degree and a minimum of three years supervisory experience in transportation, preferably with public school districts. He/she shall have a valid CDL license and must pass the District's Dexterity test. He/she shall possess the ability to manage budget and personnel, implement policy and procedures, interpret data and possess strong organizational, communication, and interpersonal skills. Have the ability to direct and manage operations of a large fleet of vehicles. A comparable amount of training and experience may be substituted for the minimum qualifications.

**SUMMARY**

Direct and manage district's transportation program. Ensure safe and efficient operation of transportation department.

**ESSENTIAL JOB DUTIES**

- Prepare and update bus routes and schedules for all schools in district and develop a plan to meet future transportation needs
- Coordinate transportation for extracurricular activities and special programs
- Respond to after-hour emergency calls as needed
- Notify bus drivers, schools, and public of any changes in bus routes and schedules
- Implement federal and state law, State Board of Education rule, and board policy in transportation area
- Compile, maintain, file, and present all physical and computerized reports, records, and other documents required in transportation area
- Implement district's student Code of Conduct and communicate to students expected behavior when using district transportation
- Enforce safety standards that conform to state, federal, and insurance regulations and develop a program of preventive safety
- Develop training options and improvement plans to ensure exemplary operation of transportation department
- Comply with applicable personnel policies
- Prepare data necessary to process transportation payroll
- Direct repair of all transportation vehicles and oversee plans for preventive maintenance
- Process vehicle repair requests and prioritize work orders. Contract for services that cannot be performed in shop
- Monitor fuel deliveries and distribution

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- Compile budgets and cost estimates based on documented program needs
- Administer transportation budget and ensure that programs are cost-effective and that funds are managed wisely
- Initiate purchases and bids in accordance with budgetary limitations and district policies
- Maintain current inventory of supplies and parts to avoid ordering delays
- Approve and forward invoices for transportation to accounting department
- Recommend disposal of obsolete or worn out vehicles and equipment. Recommend purchase of vehicles as necessary.
- Review student behavior reports and conduct conferences with parents and drivers on disciplinary issues and work collaboratively with building administration
- Enforce student discipline and suspension of riding privileges for any student who violates rules and regulations
- Assign bus drivers to routes and find substitutes as needed
- Recruit, train, supervise and evaluate all transportation personnel and make sound recommendations about placement, assignment, retention, discipline, and dismissal
- Prepare, process, and maintain all documents required to verify safety certification and alcohol and drug testing of bus drivers
- Prepare, review, and revise transportation department job descriptions
- Evaluate employee job performance to ensure effectiveness
- Advise administration about inclement weather conditions that may result in the closing of schools or road hazards.
- Help with gathering information in investigations of school bus accidents and student safety violations
- Help organize and conduct training programs to promote a safe work environment
- Ensure that transportation equipment is in excellent operating condition
- Perform disaster duty as needed (hurricanes, earthquakes, blizzards, etc.)
- Attend and make presentations at conferences and school board meetings to discuss innovations and problems in transportation
- Attend professional growth activities to keep abreast of innovative techniques in transportation
- Maintain good rapport with parents and community
- Supervise and evaluate the performance of all transportation staff

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**OTHER DUTIES AND RESPONSIBILITIES**

Promotes safety practices for all Transportation employees. Performs other related duties as assigned by the Director of Transportation/Superintendent.

**ADA COMPLIANCE**

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate

**TERMS OF EMPLOYMENT**

Salary and work year to be in accordance with current pay plan and District Policy.

**EVALUATION**

Performance in this position will be evaluated annually in accordance with District Policy on evaluation of support staff personnel.