

## **Transportation Director**

### **Desired Qualifications:**

Possesses strong organizational ability and managerial skills.

Is able to communicate verbally and in writing.

Is able to understand and implement the guidelines of the Department of Education and Board of Education which relate to student transportation.

Must hold a valid driver's license, chauffeur's license, and Iowa School Bus Driver's permit.

Must have a strong background in and extensive work experience with vehicle transportation. This includes vehicles operation, design, and mechanical repair.

Ability to work with the administration, teachers, staff, students and parents.

To act as a liaison between the public and the school, and in so doing promote the general image of the total school system.

Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

### **Reports to:**

Business Manager

### **Supervises:**

Bus Drivers and Transportation Mechanic

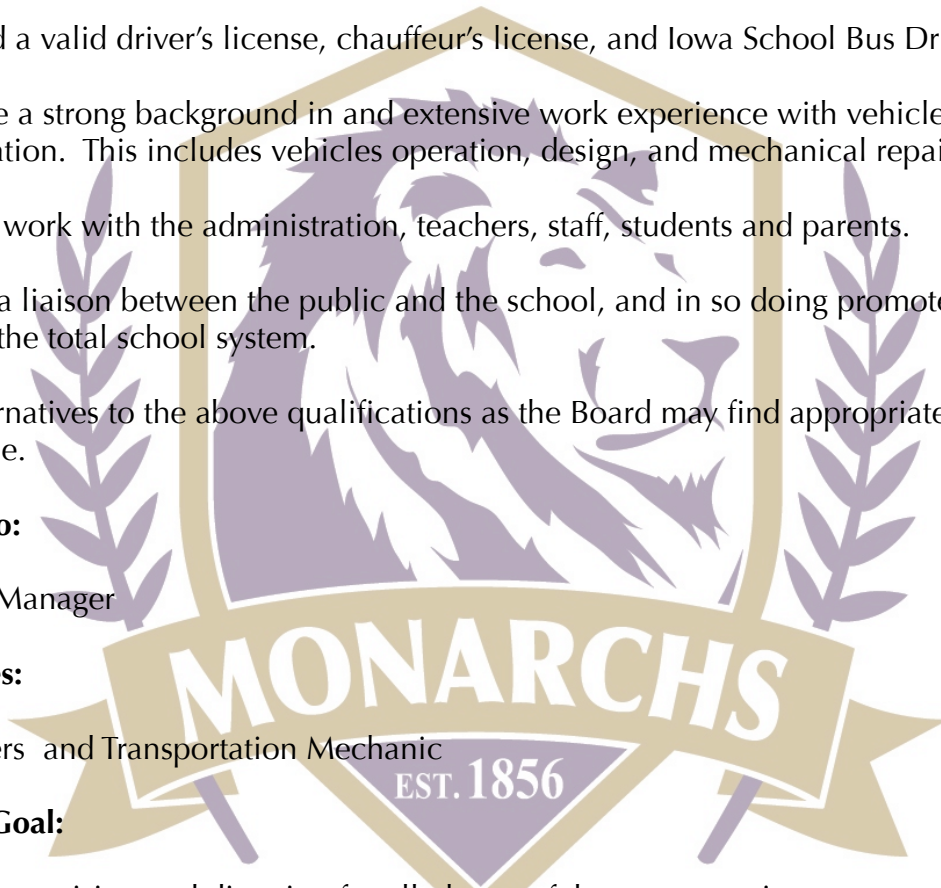
### **Position Goal:**

Provide supervision and direction for all phases of the transportation system and thus enabling each student, through safe and efficient means, to take full advantage of the complete range of curricular and extracurricular activities offered by the school district.

### **Functions of Transportation Director:**

Conforms with all state laws and regulations regarding school transportation.

Recruits, trains, and supervises all transportation personnel, and make recommendations on their employment, transfer, and release.



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Advises central office administrators on road conditions and assists in the decision-making process concerning school closings during inclement weather.

Cooperates with school principals and others responsible for planning special school trips.

Develops and administers a transportation program to meet all requirements of the daily instructional program and extracurricular activities.

Prepares and updates bus schedules for all public and nonpublic schools in the district and maintains a list of pupils being transported on each bus.

Plugs in bus engine heaters when necessary to insure proper starting of buses.

Follows a regular schedule of lubrication and oil change on all transportation vehicles.

Secures substitute bus drivers and makes assignments accordingly.

Maintains an inventory of all school owned equipment for insurance purposes.

Authorizes purchases in accordance with the district's budgetary policy.

Approves, signs, and forwards transportation service invoices to the accounting department.

Maintains all district owned equipment and develops plans for preventative maintenance.

Maintains transportation records on activity trips, field trips, and regular routes and presents billings for drivers' salaries and bus usage for these trips to the business office.

Assists in the implementation of insurance reports that involved transportation vehicles.

Submits all reports required by state authorities.

Inspects and sets up regular maintenance program for all transportation vehicles.

Orders repair parts, tires, supplies, etc., for the transportation department using the approved purchase order system of the business office.

Provides security for all transportation vehicles and equipment at the bus yard.

Keeps buses in good mechanical condition throughout the year and ready for the semiannual bus inspection.

Wash transportation vehicles on a regular basis.

Fill and record fuel usage of each transportation vehicle.

Assists in the solving of discipline problems occurring on school buses.

Provides inservice to drivers on bus maintenance and energy conservation.

Develops recommendations for future transportation needs based on an annual survey of resident students.

Keeps supplies and garage in a neat and orderly condition.

Is businesslike in all dealings with school employees and sales persons.

Is neat in appearance and sets proper example as a school district employee.

Performs other duties assigned by the Administration.

**Terms of Employment:**

Salary and benefits to be determined by the Board of Education.

**Evaluation:**

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of support services personnel.