
Date Revised: 11/21/22

Position Title: Director of Transportation

Reports to: Superintendent of Schools and Board of Education

FLSA Status: Exempt Non-Exempt

Employment Status: Full Time Part Time
 Hourly Salary

Purpose

- The Director of Transportation will coordinate transportation services for students and staff of the district and will maintain and repair or arrange for the maintenance and repair of all school vehicles and motorized equipment. The manager will also be responsible for bus routing, supporting bus drivers, coordinating transportation for school activities, and other responsibilities as specified in the job description.

Qualifications

- High School Diploma Required- Specialized training preferred
- Must be able to acquire a Class B CDL with air brakes, school bus passenger endorsements
- Demonstrates ability to drive a bus.
- Experience in student transportation preferred
- Leadership experience preferred- working with students, staff, and the community
- Demonstrates ability to train and evaluate others in bus driving skills.
- Maintains an excellent driving record.
- Knowledgeable of automotive systems and demonstrates the ability to maintain or coordinate the service of school vehicles and motorized equipment.
- Uses good judgment.
- Demonstrates good oral and written communication skills

Salary & Benefits

- Pay range -\$65,000 to \$75,000 - based on experience
- Insurance- Single policy paid by the district + dental

- Enrollment in state retirement plan- IPERS
- Paid Time Off

Essential Functions

- Communicates regularly with the district superintendent on all transportation-related issues.
- Serve as a member of the Superintendent's Cabinet
- Attend School Board Meetings as requested by the Superintendent
- Utilizes the district transportation software system. -Transversa
- Develop and administer a transportation program to meet all the requirements of the daily instructional program and extracurricular activities.
- Recruit, train, and supervise all transportation personnel and make recommendations on their employment, transfer, promotion, and release.
- Maintain all district-owned equipment and develop plans for preventive maintenance or coordinate service and regular maintenance of district own equipment.
- Maintain safety standards in conformance with state and insurance regulations.
- Cooperate with school principals and others responsible for planning special school trips.
- Serve as a resource for drivers and principals for discipline problems on the school buses.
- Develop recommendations for future equipment purchases and personnel needs.
- Act as liaison with parents for concerns and special requests.
- Work with administrators to ensure that all state laws and regulations regarding school transportation are met.
- Advise the superintendent on road hazards for a decision on school closing during inclement weather.
- Assists with snow removal for bus facilities
- Supervise and assist in the diagnosing, assigning, and repairing of district automotive equipment.
- Maintain fuel in all district vehicles
- Serve as a substitute driver for routes and activities as needed
- Maintain a current inventory of supplies and equipment.
- Promote high standards of safety and good housekeeping methods in all work-connected areas and for all of the school buses.
- Participate in support staff meetings and activities.
- Demonstrate organization and professionalism in fulfilling the responsibilities of the job.
- Greet all students, faculty, staff, and visitors courteously.
- Maintain a positive rapport with students, staff, parents, and the community.

- Cooperate with and work in a courteous manner with co-workers and other personnel.
- Dress appropriately for the position and work required.
- Demonstrate a positive attitude toward school, students, and job and communicate the same to the community.
- Accept constructive criticism and suggestions and seek to improve each performance responsibility.
- Maintain confidentiality in the school operation.
- Adhere to applicable state and federal laws, rules and regulations, board policies, and administrative rules.

Physical Requirements:

- On occasion, may need to be able to lift equipment or other items that may weigh up to 100-150 pounds.

Working Conditions

- Work within the conditions that may exist given the extremes associated with Iowa weather, including heat and humidity, rain, snow, and ice conditions.

Evaluation

- The performance of this job will be evaluated by the Superintendent of Schools in accordance with the provision of the Board's policy on the evaluation of Support Services Personnel.

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time unless restricted by a negotiated contract.

Any employee not covered by a negotiated contract agreement is an "at-will" employee. Either the school district or the employee can terminate the employment relationship at will, with or without cause, so long as there is no violation of applicable federal or state law. The school district can define the number of days of notice required for terminating employees.