ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE
Transportation Director

QUALIFICATIONS
1. High school diploma.
2. Demonstrated aptitude for the work to be performed.
3. Valid CDL license and bus driver’s permit.
4. Ability to lift 50 pounds.

REPORTS TO
Business Manager

JOB GOAL
To enable each student, through safe and efficient transportation, to take full advantage of the complete range of curricular and extracurricular activities offered by the district.

PERFORMANCE RESPONSIBILITIES
1. Conforms with all state laws and regulations regarding school transportation.
2. Develops and administers a transportation program to meet all the requirements of the daily instructional program and extracurricular activities.
3. Develops recommendations for future transportation needs.
4. Prepares district bus routes.
5. Rides (or follows) each bus route at least once per semester.
6. Prepares and updates district bus schedules.
7. Assigns buses for activity trips.
8. Cooperates with school principals and others responsible for planning special school trips and assigns drivers for activity trips.
9. Takes an active role in solving discipline problems occurring on school buses.
10. Acts as liaison with parents for complaints and special requests.
11. Maintains safety standards in conformance with state and insurance regulations and develops a program of preventive safety.
12. Maintains monthly reports on each bus recording the number of miles traveled.
13. Solicits school bus bids and makes recommendation.
15. Authorizes purchases in accordance with budgetary limitations and district rules.
16. Develops recommendations for future equipment and personnel needs.
17. Monitors road hazards and assists superintendent with school closing decisions during inclement weather.
18. Monitors bus radio during inclement weather conditions.
19. Attends appropriate committee and staff meetings.
20. Recruits, trains and supervises all transportation personnel and makes recommendations on their employment, transfer, promotion, and release.
21. Checks for accuracy and approves timecards for employees.
22. Requires all drivers to perform daily inspection check list as prescribed by the federal and state government.
23. Requires bus drivers to remain with their buses at all times when children are aboard.
24. Assists the drivers with emergency drills on evacuation of students twice a year as required by federal regulation.
25. Sees that all drivers keep buses washed and cleaned.
26. Sees that bus monitor cameras are constantly in operation.
27. Encourages bus drivers to attend schools of instruction at the county or regional level.
28. Serves as a substitute driver.
29. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
30. Performs such other tasks as may be assigned by the board.

**TERMS OF EMPLOYMENT**

Salary and work year to be established by the board.

**EVALUATION**

Performance of this job will be evaluated in accordance with provisions of the board’s policy.

Approved by Board of Directors on **April 10, 2000**

Revised **April 10, 2000**