

**TITLE:****CHIEF, TRANSPORTATION****FLSA: EXEMPT****QUALIFICATIONS:**

1. High school diploma or GED
2. Experience in dealing with contract enforcement, employee training and evaluation, conferencing and scheduling.
3. Four years of experience in transportation, including two years in a personnel supervisory capacity.
4. Familiarity with transportation statutes, best practices, budget development, and safety policy development.
5. Experienced in emergency operations as related to transportation and safety protocol.
6. Additional or alternative qualifications to the above as the Board may find appropriate and acceptable.

**REPORT TO:****Director of Transportation****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's schools.

**SUPERVISES:****Bus Drivers, Bus Aides, Routing Technician, Clerk(s) and Service Manager****PERFORMANCE RESPONSIBILITIES:****\*Essential Performance Responsibilities**

- \* 1. Develop and administer a total transportation program to meet all the requirements of the daily instructional needs and extracurricular activities.
- \* 2. Investigate all accidents; serve as law enforcement liaison; assess vehicular damage; report findings to \ Director of Transportation and Risk Management.
- \* 3. Oversee bus routes and drivers for all public schools in the district.
- \* 4. Prepare and update bus schedules for all public schools in the district.
- \* 5. Recruit, train, supervise, and evaluate all transportation personnel, and make recommendations on their employment, transfer, promotion, and release.
- \* 6. Supervise preparation of the transportation payroll on monthly basis, and assist with the development of the department budget and FTE reporting requirements.
- \* 7. Maintain safety standards in conformance with state insurance regulations, Department of Transportation, and develop a program of preventive safety.
- \* 8. Cooperate with school principals and others responsible for planning special school trips in providing route information.
- \* 9. Take an active role in solving discipline problems occurring on school buses.
- \* 10. Develop recommendations for future equipment and personnel needs based on a survey of buses, resident students, distances, and grade levels.
- 11. Assist in the development, implementation and evaluation of staff development activities.
- 12. Use positive, effective interpersonal communication skills with a diverse population.
- \* 13. Act as liaison with parents and staff for complaints and special transportation requests.
- \* 14. Knowledge of and conformity to all state laws and regulations regarding school transportation.
- \* 15. Complete and dispatch insurance reports.
- \* 16. Submit all reports required by state authorities in a timely and accurate manner.
- \* 17. Advise superintendent on road hazards for decision on school closing during inclement weather.
- \* 18. Attend appropriate committee and staff meetings and regularly meet with drivers to ensure open communication and safe conditions.
- 19. Perform such other duties as may be assigned by the supervisor.

**PHYSICAL REQUIREMENTS:**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate objects, tools, or controls; reach with hands and arms; and talk and hear.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Noise level in the work environment is usually quiet.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation. Length of the work year and hours of employment shall be those established by the Board.

**EVALUATION:**

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