

## TRINIDAD SCHOOL DISTRICT NO. 1

### JOB DESCRIPTION

**POSITION TITLE:** Transportation Director

**QUALIFICATIONS:** Valid CDL License  
Mechanical ability and good organizational skills  
Ability to work with a wide range of individuals  
Ability to promote a positive community spirit  
Knowledge of budgeting  
Ability to provide leadership for the entire Transportation Dept.  
Problem solving ability

**FUNCTION SUMMARY:** 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.

#### **ESSENTIAL FUNCTIONS:**

- ♦ Develop and administer a transportation program to meet all the requirements of the daily instructional program and extracurricular activities.
- ♦ Insure that all school vehicles are inspected regularly and conform to inspection standard.
- ♦ Oversee all training, licensing and in service for all drivers in the district.
- ♦ Oversee all pre-employment testing for district drivers.
- ♦ Oversee the State and Federally mandated drug and alcohol testing schedule.
- ♦ Furnish vehicles for all approved trips inside and outside the district utilizing district vehicles, contractor's buses and/or rental or charter vehicles.
- ♦ Interview and supervise all transportation personnel and make recommendations on their employment.
- ♦ Check all bills and purchase orders that relate to transportation services before requesting payment.
- ♦ Monitor and maintain compliance of all local, state, and federal regulations regarding school transportation.
- ♦ Adopt methods of operation conducive to favorable acceptance of the school transportation program by the general public.
- ♦ Study and develop a daily and long-range maintenance program of all transportation equipment and see that all vehicles are properly licensed and insured.
- ♦ Provide accurate records on the operation of school bus transportation for the purpose of determining the basis for receipt of governmental aid to the school transportation program.
- ♦ Making the measurements to determine the transportation eligibility to each school and develop and keeping current lists of eligible addresses.
- ♦ Act as liaison between any transportation related contractors and the school district.
- ♦ Set up routes and schedules to meet the needs of students and the district.

- ♦ Communicate with administrators and building principals as to their transportation needs.
- ♦ Investigate any and all accidents involving school vehicles and making out the proper reports.
- ♦ Work directly with the Superintendent in making decisions about road and weather hazards during inclement weather.
- ♦ Make spot checks on the bus routes for mileage and observing driving habits to insure the safe operation of the buses.
- ♦ Prepare budget input information for all district transportation requirements.
- ♦ Monitor transportation budget expenditures and preparing quarterly expenditure projections.
- ♦ Maintain a replacement program for all district-owned vehicles.
- ♦ Provide direct supervision for district garage operations.
- ♦ Pursue professional development in regard to trends and procedures and solicit and share information on policies and procedures in transportation with district administrators.
- ♦ Participate in preparing specifications and working with budget office in bidding vehicles and transportation equipment, supplies and parts.
- ♦ Participate with other district personnel in the development or revision of district policies that affect transportation services.
- ♦ Participate with Superintendent's Office on modification or development of computer reports and programs for transportation.
- ♦ Perform such other duties as may properly be within the scope of the position or may be requested by the Superintendent.

#### **TERMS OF EMPLOYMENT AND EVALUATION:**

Terms of employment and evaluation will include:

- Full time – Twelve months—employment
- Fringe benefits for employee included
- Salary to be determined on experience and qualifications
- A quarterly annual performance evaluation conducted by the Superintendent and/or CFO.