



Isaac School District Position Description

TITLE: DIRECTOR OF TRANSPORTATION

CLASSIFICATION: ADMINISTRATIVE EXEMPT

GENERAL STATEMENT OF RESPONSIBILITIES: To manage a safe and efficient transportation system that will enable students to take advantage of curricular and extracurricular activities offered by the district's schools

PRINCIPAL DUTIES: (essential functions)

1. Develops, monitors and evaluates the district's transportation system and assigned personnel.
2. Prepares and updates bus schedules and routes for all schools in the district.
3. Recruits, trains and supervises all transportation personnel, and makes recommendations on their employment, transfer, promotion and release.
4. Handles all parent and administrative concerns regarding transportation issues.
5. Maintains all district-owned equipment and develops plans for preventive maintenance.
6. Prepares and administers the transportation budget with support of the Executive Director of Support Services and Director of Finance.
7. Maintains safety standards in compliance with federal, state and insurance regulations, and develops a program of preventive safety.
8. Cooperates with principals and others responsible for planning special school trips.
9. Develops recommendations for future capital and personnel needs based on current transportation usage by students, grade levels and attendance boundaries.
10. Considers all aspects of district curriculum and courses of study when carrying out the duties of the transportation department.
11. Complies with all federal and state laws and regulations regarding school transportation.
12. Prepares and submits all reports necessary for the Finance and Human Resources Departments as well as all reports required by federal, state and other district authorities.
13. Manage the district alternative fuels program, under directives from Az. Dept. of Environmental Quality and Dept. of Commerce.
14. Drives buses when necessary.
15. Performs other related tasks upon requests of the Executive Director of Support Services.
16. Develops and maintains the transportation routes for the after school programs in cooperation with the after school program coordinator.
17. Monitors all buses on transportation runs during normal school day, after hours and on weekends.
18. Other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of general safety rules and techniques.
Knowledge of first aid and CPR.
Knowledge of district policies and rules of conduct.
Knowledge of safe driving techniques
Knowledge of commercial driving requirements and rules.
Knowledge local, state and federal policies and laws relative to pupil transportation.
Knowledge of the principles of transportation of special needs students.



- Skill in driving commercial vehicles.
- Skill in performing first aid and CPR.
- Skill in assisting students in wheel chairs or with other physical limitations.
- Skill in monitoring and correcting student behavior.
- Skill in communicating orally and in writing.
- Skill in establishing and maintaining effective working relationships with others.

PHYSICAL REQUIREMENTS: Able to perform the following physical requirements of the position with or without reasonable accommodation: critical sensory requirements include general vision, corrected to 20/20, hear or listen in the normal range (corrected) and speak and give directions clearly. Able to walk, sit, stand, kneel, crouch, crawl, reach, lift (exerting force up to 50 pounds), carry, push, pull or otherwise move objects up to 125 lbs.

MINIMUM QUALIFICATIONS:

- College degree preferred or a combination of equivalent experience and education.
- School district experience preferred.
- Minimum three years experience in pupil transportation.
- Minimum five years experience in management position working with a large staff and large budget.

REQUIRED LICENSE/CERTIFICATION: Must have in possession a Class B Commercial Driver's License, School Bus and Passenger Endorsement, School Bus Certification, COR and First Aid. Bilingual preferred.

***ADMINISTRATIVE SALARY SCHEDULE**