

USD #237  
216 S. Jefferson  
Smith Center, KS 66967

## Director of Transportation

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### Primary Purpose

Direct and manage district's transportation operations. Ensure safe and efficient operation of transportation department. Oversee maintenance of all district-owned vehicles.

### Qualifications

#### Education/Certification(s)/License(s):

High School Diploma

Clear and valid Kansas commercial driver's license with Passenger (P) and School Bus (S) endorsements or ability to obtain

#### Special Knowledge/Skills:

Ability to direct and manage operations of a fleet of vehicles

Ability to pass U.S. Department of Transportation alcohol and drug tests and annual physical exam

Knowledge of energy management and vehicle repair and maintenance

Ability to conduct on-site inspections of all vehicle repair and maintenance operations

Ability to manage budget and personnel

Ability to implement policy and procedures

Ability to interpret data

Ability to use technology to plan, operate, monitor, and evaluate transportation operations

Strong organizational, communication, and interpersonal skills

#### Experience:

Experience preferred but not required

### Essential Job Functions

#### Duties/Responsibilities:

1. Manage the delivery of transportation services for students and ensure they are picked up and arrive safely and on time.
2. Oversee preparation and updating of bus routes and schedules for all schools in district and develop plans to meet future transportation needs.
3. Communicate changes in routes and scheduling to buildings and the public when warranted.
4. Coordinate transportation for extracurricular activities and special programs.

5. Assign bus drivers to routes and extracurricular trips and find substitutes as needed.
6. Oversee repair of all district-owned vehicles and preventive maintenance. Contract for outside services that cannot be performed in shop.
7. Implement and comply with federal and state law and regulations and board policy.
8. Compile, maintain, file, and present all reports, records, and other documents required.
9. Prepare, process, and maintain all documents required to verify safety certification and alcohol and drug testing of bus drivers.
10. Ensure employee time records are accurately maintained and data necessary to process transportation payroll is delivered in a timely manner.
11. Follow district safety protocols and emergency procedures.
12. Develop and administer budget based on documented needs and ensure operations are cost effective and funds are managed wisely.
13. Maintain current inventory of supplies and parts and initiate purchases in accordance with budgetary limitations and district policies. Approve and forward invoices for transportation to accounting department.
14. Recommend disposal of obsolete or worn out vehicles and equipment. Recommend purchase of vehicles as necessary.
15. Understand the district's student discipline policies and ensure expectations about appropriate behavior when using district transportation are communicated to students. Enforce student discipline and suspension of riding privileges for any student who violates rules and regulations.
16. Investigate reported concerns and take appropriate action to resolve issues.
17. Select, train, supervise, and evaluate staff and make recommendations relative to assignment, retention, discipline, and dismissal.
18. Enforce safety standards that conform with state, federal, and insurance regulations and develop a program of preventive safety.
19. Assess road conditions and hazards and advise administration about inclement weather conditions that may result in delayed starts or the closing of schools.
20. Investigate school bus accidents and student safety violations.
21. Maintain safety standards in conformance with federal, state, and insurance regulations.
22. Organize and conduct training programs to promote a safe work environment.
23. Ensure transportation equipment is in excellent operating condition.
24. Participate in development of the district's disaster plan and be prepared to take an active role in responding to emergencies as needed.
25. Attend and make presentations at conferences and school board meetings regarding transportation when requested.
26. Operate bus as needed.
27. Comply with all district policies, rules, and regulations.
28. Other duties as assigned.

**Mental Demands/Physical Requirement/Environmental Conditions:**

1. Requires the ability to maintain emotional control while under stress and in stressful situations.
2. Requires the ability to frequently sit for prolonged periods of time.
3. Requires the ability to regularly drive district vehicles or buses and use standard office equipment including computer and peripherals and other equipment for prolonged periods of time.
4. Requires the ability to frequently stand, walk, kneel/squat, bend/stoop, push/pull, twist, or reach.
5. Requires the ability to regularly lift and carry items (50 lbs. or less).
6. Requires the ability to work on slippery or uneven walking surfaces, on and around vehicles and machinery with moving parts.
7. Requires the ability to travel frequently districtwide and occasionally statewide.
8. Requires timeliness and regular attendance and/or physical presence at the job.

**Supervisory Responsibilities**

Supervise, evaluate, and recommend the hiring and firing of bus drivers.

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