

TRANSPORTATION DIRECTOR

PURPOSE:	The Transportation Director oversees all aspects of the district's transportation in order to provide safe and efficient transportation to enable students and staff to take full advantage of curricular and extra curricular offerings of USD 377.
RESPONSIBLE TO:	Superintendent of Schools
PAYMENT:	According to Contract
QUALIFICATIONS:	High School diploma or equivalent. (Additional Education preferred) Mechanic certification preferred but not mandatory Possess valid CDL license with required endorsements (CDL/Bus experience preferred) Meet all state requirements for bus drivers, including defensive driving and first aid certification. Health and Inoculation Certificate on file in the Central Office (after employment offer is made). Be able to pass initial and random tests for alcohol and controlled substances.
ESSENTIAL FUNCTIONS:	Meet and maintain compliance with Regulations and Standards for Kansas School Transportation. Develop a transportation program to meet all the requirements of the daily instructional program and extra curricular activities. Prepare, schedule and update all bus routes and bus schedules for all schools in the district. Develop a monthly spreadsheet for athletic and activity trips for the district. Complete seasonal, monthly and end of year transportation reports, including mileage and expenses. Track mileage for vans and buses each month. Included in this differentiate mileage for special ed, activity, or routes for each vehicle. Ability to work cooperatively and constructively with others (parents, students, teachers, etc). Participate in the recommendation to the Superintendent in regard to hiring and termination of bus drivers. Recommend the purchase of new vehicles/busses to the Superintendent. Oversee the training of all drivers to ensure they follow all State and District safety procedures, District policies, and maintain records of such. Help maintain the mechanical and physical condition of transportation equipment so that full use may be made at all times. Develop and implement a preventive maintenance schedule for all District vehicles; including a record of repairs and service. Assist in the evaluation of roads during inclement weather. Adhere to all district guidelines and policies.
PHYSICAL REQUIREMENTS:	Must work in noisy and crowded environments. Requires prolonged sitting.
ENVIRONMENTAL CONDITIONS:	Extensive reading, writing, calculating, and computer use. Irregular or Extended Hours. Stand, walk, talk, and hear, close and far vision, day or night. Frequent driving of specialized vehicles or equipment. Occasionally lift or move 40 pounds. Must work in and around dust, fumes, and odors.
GENERAL RESPONSIBILITIES:	Maintain all appropriate insurance, licensing, and inspection requirements. Ensure all reports required by State and District are submitted in a timely fashion. Regularly inspect all District vehicles to insure they are in a safe working condition and clean. Arrange for substitute drivers as needed. Monitor two-way radio during route hours unless arrangements have been made to have another qualified person do so. Ensure that all buses leave for and return from morning and evening routes. Communicate student disciplinary infractions to appropriate administrator. Help provide proper maintenance of ground equipment. Cooperate with other district maintenance personnel to perform various maintenance requirements. Perform other duties as assigned by the Superintendent and in accordance with the provisions of USD 377 Board policy.