



EMPLOYEE NAME: _____

Created: 9/13; 10/31; 11/13; 4/18;

Revised: 4/19;3/24

JOB DESCRIPTION

POSITION TITLE: Director, Transportation	JOB CODE: 460E
DIVISION: Operational Support	SALARY SCHEDULE: Professional/Supervisory Support
DEPARTMENT: Transportation Services	WORKDAYS: Annual Administrative Employees
REPORTS TO: Senior Executive Director, Transportation	PAY GRADE: Rank A (NK01)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: To supervise immediate provision of transportation services in assigned areas. To assist the Executive Director in functions of the school system related to transportation. To assume the duties of the Executive Director in the event of his absence.	
REVISION DATE(S): 3/24	

REQUIREMENTS:

1.	Educational Level: Bachelor’s degree
2.	Certification/License Required: Valid Georgia Driver’s License
3.	Experience: Minimum 5 years experience in pupil transportation or related field, with at least 3 of the 5 years in supervisory role
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; familiar with MS Office Suite

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Assists the Executive Director with all operations and personnel in the department of transportation.
3.	Works with and evaluates transportation supervisors in their assigned areas.
4.	Coordinates the logistics of buses with transportation supervisors.
5.	Reviews route data periodically in areas of complaints or trouble and takes necessary action to correct any problems or concerns.
6.	Investigates bus accident reports and initiates proper action.
7.	Checks road conditions and routes and initiates actions for student safety.
8.	Serves as liaison between Transportation staff, principals, and public on matters concerning transportation.
9.	Makes annual recommendations for budget needs and improvements.
10.	Coordinates and implements drug/alcohol test for CDL holders/ familiar with Federal Laws and Reasonable Suspicion.
11.	Coordinates office management to include: Investigating Workers Compensation reports and initiating proper action to eliminate hazards; providing reports as needed to State DOE; coordinating HR and Recruiting responsibilities and handling all internal transfers from district to district; assisting with updates to Department Handbook and Department Discipline Manual; and the coordination of staff committees.
12.	Investigates violations of state or local board rules and regulations.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____