

JOB DESCRIPTION
Bandon School District #54

DIRECTOR OF TRANSPORTATION

Purpose Statement

This position involves managing pupil transportation, scheduling and assigning bus drivers, establishing routes, systemic maintenance of bus fleet, and compliance with state and federal laws and reporting requirements. Hires, trains, supervises and evaluates bus drivers for regular bus routes, activity routes, field trips and extra-curricular activities. Oversees transportation budget and approves department expenditures, payroll, mileage logs and scheduling.

This job reports to the DIRECTOR OF OPERATIONS and the SUPERINTENDENT

Essential Functions

- Organizes and implements a pupil transportation system within the policies of Bandon School District.
- Develops and maintains lists of students eligible for transportation.
- Approves bus stops in as safe a location as possible.
- Approves field trips, athletic trips for transportation.
- Coordinates bus inspections with Oregon Department of Education (ODE) and Oregon Department of Transportation (ODOT)
- Coordinates with bus mechanic to ensure all district vehicles meet ODOT and ODE requirements and inspections. Plans, directs and supervises the repair and maintenance of the fleet including, but not limited to, school buses, activity buses, maintenance, and transportation vehicles. Establishes and implements a sound preventative maintenance program and ensures detailed service records are maintained and that all district vehicles are maintained to meet or exceed industry standards.
- Keeps records for preparation of state and local reports such as inventories, pupils transported, route mileage, time records, special trip records, mileage logs, traffic accidents and other required reports.
- Makes recommendations that may improve transportation services and efficiency such as rules and regulations for drivers and pupil conduct.
- Reviews bus tapes as necessary.
- Coordinates and communicates with parents and administrators when questions and concerns arise.
- Checks roads when necessary to determine delays and cancellations.
- Carries out supervisory responsibilities in accordance with the district's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees, including staff development and staff meetings; planning, assigning and directing work; evaluating performance; rewarding and disciplining employees; addressing complaints and solving problems.
- Recruits, interviews, trains and checks background and recommends for employment bus drivers, substitute drivers and bus aides
- Periodically checks the driving records of all bus drivers in order to ensure student safety.
- Coordinates drug testing program for drivers and maintains records for annual audits.
- Conducts driver education program for bus drivers.
- Maintains personnel records and reviews, approves and submits time cards to the payroll department.
- Keep Director of Operations and Superintendent informed of the employment status of personnel and operations situations.
- Planning of appropriate staff levels supporting optimal bus operations.
- Respond to after-hours emergency calls as needed. Assesses and responds to incidents, accidents, complaints, etc. during and after standard hours to resolve immediate safety concerns; works in concert with Director of Operations and Superintendent to organize emergency closures and routing.
- Promotes a positive image that supports the mission of Bandon School District.

Job Requirements: Minimum Qualifications

Any combination of education, experience, and training that would provide the required knowledge and abilities. A representative way to obtain the required knowledge and abilities would be:

Education: High school graduate or GED; degree or certification in a related field preferred.

Experience: Two years of supervisory experience preferred; experience in general transportation operations.

Licensure Requirements: This position requires the use of personal or district vehicles on district business. Individual must be physically capable of operating the vehicles safely, possess a clean and valid driver's license and have an acceptable driving record and evidence of insurability. Required to pass an ODOT physical exam and obtain First Aid Trainer certification. Possession of, or the ability to obtain within 3 months, a valid class B Oregon Commercial Driver's License with applicable endorsements, preferred. Possession of or ability to obtain Oregon School Bus Driver Trainer certification within two years, preferred.

Skills, Knowledge and Abilities

SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instruction and procedure manuals. Ability to write routine reports and correspondence. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Personal computer and spreadsheet skills. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district, local and state policies, laws and procedures.

KNOWLEDGE: Demonstrate working knowledge of public school bus transportation operations and procedures; possess understanding of state laws as they apply to transportation; exhibit highly effective organizational and consensus building skills; thorough knowledge of safety and accident prevention measures; knowledge of principles and practices of work coordination and simplification and ability to develop and implement work schedules.

ABILITY: Excellent leadership skills as demonstrated by attendance, work ethic, and job performance. Demonstrated ability to establish and maintain collaborative working relationships across the District and with public officials, vendors and the general public. Ability to remain focused and calm in chaotic situations.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and monitoring budget expenditures. Utilization of some resources from other work units may be required to perform the job's functions.

Working Environment

The position generally works in an office and garage environment, outside and inside. Mobility to work in a typical office setting and use standard office equipment, communicate in person or over the telephone, read printed materials, computers screens, etc. May be required to lift, carry, push, pull or move objects. Prolonged sitting; bending/stooping; kneeling; repetitive hand and arm motions. Must be able to meet deadlines, occasionally work irregular or extended hours, and meet multiple demands.