



Title:	Assistant Transportation Director
Reports to:	Transportation Director
Terms of Employment:	12 months
Salary:	NC State Salary Schedule

To assist the Transportation Director as needed.

Plan, organize and manage the work of bus drivers, EC safety assistants, and transportation personnel to ensure that the work is accomplished in a manner consistent with organizational requirements.

Responsible for the day to day supervision of assigned staff including scheduling, work assignments, assessment of work performance, providing assistance and support as needed.

Collaborate with other managers and staff members in order to formulate and implement policies, procedures, goals, and objectives.

Develop job descriptions for transportation personnel and oversees the filling of vacancies.

Ensure that transportation operations are supportive of the instructional goals of the district.

Facilitates effective communication with parents, staff, and school personnel.

Use skill to resolve conflicts with district administrators, teachers, staff, and parents.
Responsible for establishing effective relationships with district administrators, principals, parents, and public.

Implement and direct training program for drivers, special education monitors, and all transportation staff.

Coordinate investigation of district vehicle accidents and monitor post accident remediation.
Prepares accident reports and reports such to the superintendent.

Promote use of computerized routing program(TIMS) to efficiently design and implement bus routes and schedules within boundary lines. Maintain a current district map, a current roster of pupils transported, and prepares all reports applicable to the department-route descriptions, pick up/drop off points, school attended.

Direct process to communicate routes to drivers and follow-up to insure route accuracy.

Assist in planning attendance zones and transportation routes for new schools.

Administers random drug screening of employees with CDL driver license.

Responsible for maintaining accurate driver personnel files.

Responsible for maintaining security on all driver records, including certification, DMV records, and drug testing information.

Coordinate with Educational Specialist-DMV, all initial driver certification, and renewal issuance of local driver credentials.

Responsible on a daily basis for assigning substitute bus drivers for all schools based on driver availability and route requirements.

Responsible for scheduling and organization of bus driver certification classes.

Coordinate with all principals concerning driver performance.

Maintain accurate daily records of all driver hours and funds expended for driver salaries.

Submit monthly payrolls reflecting driver salary and substitute information as required for all county school buses, including traditional, year-round, federal programs, and intercession, and summer school payrolls.

Maintain all driver contracts and verify accuracy of times, mileage, and salaries reported.

Assist in the safe, efficient, and economic daily operation of the Scotland County Schools Transportation Department.

