



<b>Title:</b>	Transportation Director
<b>Reports to:</b>	Assistant Superintendent of Administrative Services
<b>Terms of Employment:</b>	12 Months
<b>Salary:</b>	TBD

### **Qualifications:**

- Bachelor's Degree in transportation management or business administration with 10 to 15 years of training or experience in management, transportation supervision, routing, budgeting and computers; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

### **Essential Job Functions:**

- 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.
- Develop long range plan for transportation capital and personnel budgetary needs.
- Achieve cost effective practices and demonstrates responsible fiscal control over department budget.
- Systematically monitors the effectiveness of transportation programs and services
- Implement procedures that maintain safety standards in compliance with state and federal laws, and insurance regulations.
- 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 programs 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.
  - Develop system to take request for extracurricular trips and to schedule most efficient means. Schedules academic and athletic field trips.
  - Assist in planning attendance zones and transportation routes for new schools.
  - Administers random drug screening of employees with CDL driver license.
  - In accordance with state and local regulations, plans and administers an efficient vehicle maintenance program which ensures school buses, activity buses, and other system owned vehicles are mechanically safe and sound to operate.
  - Manages all aspects of the activity bus program to include acquisition, allocation, utilization, and reimbursement for use and a mechanical repair schedule.
  - Monitors weather and road conditions. Activates, whenever required, the administrative team which makes recommendations directly to the Superintendent for closing or delaying school.
  - Represents the school system at state, regional and national meetings related to school bus transportation issues.
  - Approves all school bus driver certification and maintains records of Commercial Drivers' License and School Bus Driver Certification for all bus drivers, driver education instructors, and mechanics.
  - Administers random, post accident, or reasonable cause DOT drug and breath alcohol drug screening every quarter or as needed.
  - Orchestrates the accurate collection and submission of data to NCDPI to ensure maximum state funding is received each year. Requires a thorough detailed working knowledge of the NC General Assembly directed transportation efficiency funding formula.
  - Annually, reports LEA fund expenditure information, student rider information, driver hour and mileage information and other pertinent data from Transportation Information Management System(TIMMS) to NCDPI Transportation Section Chief.
  - Serves on the Scotland County Emergency Services disaster/crisis management team. Coordinates the opening of schools as Red Cross shelters. Coordinates the training of shelter managers at each of the 4 schools designated as shelters.
  - Serve as driver education coordinator. Schedule all driver education classes including Scotland High School and Scotland High School Early College. Maintain records pertaining to student driver education requirements and eligibility. Supervise all driver education instructors.
  - Performs other duties and responsibilities as assigned by Superintendent or designee