

Transportation Director

Pemiscot County Special School District

Job Title: Transportation Director
Department: Administration
Reports to: Assistant Superintendent or Superintendent
Classification: Exempt (*This is either exempt or non-exempt and is determined in accordance with the Fair Labor Standards Act. Remember, what the person does, not their title determines exempt status.*)

Summary

Implements and supervises the district's student transportation program

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Duties and Responsibilities

An individual who holds this position must:

- Create transportation routes
- Supervise and evaluate drivers and vehicle maintenance personnel
- Make hiring recommendations to the Board
- Oversee required drug and alcohol testing of drivers
- Arranges for bus driver training as required
- Maintain records necessary for completing required reports and submissions
- Submit required reports to state agencies
- Monitor licensure status of drivers
- Oversee maintenance of vehicles
- Assign drivers to routes and trips
- May serve as an occasional substitute driver and or bus aide.
- Other duties as assigned by Superintendent

Supervisory Duties

The Transportation Director supervises drivers and vehicle maintenance personnel

Qualifications

Education

High school diploma or the equivalent may be assigned to Building Principal
Training in recognizing the signs of drug and alcohol use and abuse

Certificates, Licenses, Registrations

May require valid Missouri Commercial Drivers License with S endorsement
May require valid Missouri Principal Certification

Skills and Abilities

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Language

An individual who holds this position must have the ability to:

Read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals

Write routine reports

Communicate instructions to employees

Speak above engine and mechanical noise

Read various types of maps

Computational

Ability to perform basic calculations using weight measurements, volume and distance and to apply concepts such as fractions, percentages, ratios to practical situations

Reasoning

An individual who holds this position must have the ability to:

Understand and follow Board policies, administrative procedures and training and handbook materials

Receive and resolve complaints

Define problems, collect data, establish facts and draw valid conclusions

Technology

This position requires basic computer skills including use of databases and spreadsheets as well as use of cell phones and two-way radio.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Demands

The individual who fills this position must be able to:

Climb into buses

Drive

Use bus lift and wheelchair hookups

Bend frequently

Lift and carry up to 25 pounds frequently and up to 50 pounds occasionally

Hear a conversation and communicate through speech in a noisy environment

Attendance

Consistent and regular attendance is an essential function of this position.

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Conditions and Environment

The individual who holds this position must:

Frequently work in temperatures below 32 degrees and above 100 degrees Fahrenheit.

Occasionally work in rain, sleet and ice and walk or drive on slippery conditions

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Often work in an environment with a high noise level including engine noise, a raised voice may be necessary.

The information contained in this job description is not an exhaustive list of the duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.