



Columbia County School District Job Description

Position Title: Assistant Director of Transportation		
Department: Transportation	Evaluation Instrument: Performance will be evaluated annually by the Assistant Superintendent of Student Support in accordance with Policy GBI – Evaluation of Personnel.	
Pay Grade: Administrative Salary Schedule, Grade S	Pay Type: Salaried – Exempt	Retirement: TRS
Contract Work Year: 243 Days Per Year, 8 Hours Per Day, on call for any transportation and/or safety emergency 24 hours per day		
Reports to: Director of Transportation		
Supervises: Assist the Director of Transportation in supervising Department of Transportation Personnel.		

MINIMUM QUALIFICATIONS

Education: Associate Degree required in a transportation or related field, Bachelor’s Degree preferred.

Essential Knowledge/Skills: Experience and general knowledge in the techniques of planning, organization, budgeting and supervision of programs and personnel. Experience in personnel administration. General knowledge of rules and regulations concerning pupil transportation.

GOAL

Contribute to the successful achievement of the Columbia County School District mission and major system priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Assists with the recruiting, interviewing and recommending candidates for employment.
- Assist and provide input on employee work performance and annual evaluations.
- Assist with the daily operations of the department to include supervision of assigned staff, scheduling, work assignments when required
- Assist in establishing bus routes in compliance with policies of the State Board of Education and the Columbia County Board of Education.
- Assist the director in assigning drivers to routes in compliance with Columbia County Board of Education policies.
- Assists the director with assessing road and weather conditions and makes a recommendation for school closings/delays/early dismissal.
- Assist and support school principals to insure appropriate student discipline is maintained on the buses.
- Supervises the preparation and submission of payroll documentation to the business department.
- Assists with developing specifications, bid form preparation and the bidding process for the purchase of all vehicles, parts, supplies, and materials for the Transportation Department.
- Assists with the scheduled maintenance of all assigned vehicles and assists with vehicle record keeping.
- Assist plans, organizes and supervises an on-going preventative maintenance program for all school system owned vehicles.
- Assists plans, organizes and supervises on-going driver training for bus safety program.
- Performs any other duties relating to school transportation as may be required by the Director of Transportation.

IMPORTANT NOTES

ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: November 2010