



Columbia County School District Job Description

Position Title: 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 based on degree level and years of acceptable experience. Grade F	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: Assistant Superintendent of Student Support		
Supervises: Transportation Department personnel to include bus drivers, bus assistants and/or monitors, special education aides, gas attendants, clerical workers, Fleet Service Manager, Route Supervisor, and Data Entry Specialist.		

MINIMUM QUALIFICATIONS

Education: Minimum requirement of an Associate Degree in a related field. Bachelor’s Degree preferred.

Essential Knowledge/Skills: Minimum of three to five years of transportation leadership/administration experience, K-12 school transportation leadership experience preferred; experience and general knowledge in the techniques of planning, organization, budgeting and supervision of programs and personnel;

Experience: 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

- Prepares transportation budget for approval by the Superintendent and Board of Education.
- Recruits, interviews and recommends candidates for employment to the Superintendent.
- Supervises and evaluates the job performance of all transportation personnel for the school system.
- Establishes bus routes in compliance with policies of the State Board of Education and the Columbia County Board of Education.
- Assigns drivers to routes in compliance with Columbia County Board of Education policies.
- Cooperates with principals to insure appropriate student discipline is maintained on the buses.
- Investigates complaints against transportation personnel and makes recommendations to the Assistant Superintendent of Student Support regarding resolution.
- Receives, reviews, and resolves parent complaints/concerns regarding bus stops, runs, and schedule problems for school buses.
- Serves as purchasing agent for the Transportation Department and coordinates all business transactions with the Associate Superintendent of Student Support.
- Establishes specifications, prepares bid forms and supervises the bidding process for the purchase of all vehicles, parts, supplies, and materials for the Transportation Department.
- Maintains accurate records relating to all phases of school transportation.
- Plans, organizes and supervises an on-going preventative maintenance program for all school system owned vehicles.

- Plans, organizes and supervises on-going driver training for bus safety program.
- Conducts periodic inspections of all school system vehicles, transportation and shop equipment and keeps the Associate Superintendent of Student Support informed as to the condition of said property.
- Plans, organizes and administers a continuous in-service program for transportation personnel to be sure all policies relating to student transportation are understood and implemented.
- Serves on Associate Superintendent's emergency management team and co-chairs as Safety Coordinator.
- Assures all school system vehicles meet all standards and regulations relating to safety as prescribed by the State Board of Education and Georgia State Patrol.
- Performs any other duties relating to school transportation as may be required by the Associate Superintendent or Superintendent.

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: April 2015