



Job Title: **Director of Transportation**

Department: **Transportation**

Supervisor: **Assistant Superintendent**

Lane Placement: **Administrative Lane 5**

Schedule: **8 hrs/ 242 days** Evaluation Group: **JCES 1**

FLSA Classification: **Exempt**

JOB DESCRIPTION

The Director of Transportation is responsible for planning, organizing, controlling, reporting and directing the overall operations and activities of the District's Transportation Department; implementing and maintaining the assigned programs and services in conformance to District, State and Federal guidelines; and maintaining adequate staffing to ensure that objectives of programs/services are achieved within budget and comply to the District's goals.

ESSENTIAL FUNCTIONS

- Develop job descriptions for transportation personnel and oversees departmental hiring
- Develop long range plan for transportation capital and personnel budgetary needs
- Submit annual budget to Chief Financial Officer
- Achieve cost-effective practices and demonstrates responsible fiscal control over program budget
- Establish system to maintain transportation records and submit reports when required
- Systematically monitors the effectiveness of transportation programs and services
- Implement procedures that maintain safety standards in compliance with state and federal laws, codes, regulations, and policies
- Interpret, apply and explain rules, regulations, policies and procedures
- Ensure that transportation operations are supportive of the instructional goals of the District
- Facilitate effective communication, both oral and written, with parents, staff, and school personnel
- Use skill to resolve conflicts with district administrators, teachers, staff, and parents, i.e. tact, patience and courtesy
- Implement and direct training program for drivers, special education para-educators, and all transportation staff
- Supervise and/or conduct evaluation of transportation personnel
- Conduct investigations and administer disciplinary actions in compliance District policy and processes and State/Federal Law
- Direct ongoing program to insure drivers are using proper student management skills
- Promote use of computerized routing program to efficiently design and implement bus routes and schedules
- Drive a school bus when necessary
- Planning, organization and direction of District Transportation services and vehicle maintenance activities
- Principles and practices of administration, supervision and training
- Ensure departmental compliance with all health and safety regulations
- Direct the maintenance of a variety of reports and files related to assigned operations and activities
- Plan, organize, control and direct the Transportation services and operations, and the vehicle maintenance activities of the District

- Assure the timely and efficient transportation of regular and special education students.
- Plan and schedule transportation routes and time lines
- Supervise and evaluate the performance of assigned staff
- Establish and maintain cooperative and effective working relationships with others
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and time lines
- Work independently with little direction
- Plan and organize work
- Prepare comprehensive narrative and statistical reports
- Direct the maintenance of a variety of reports and files related to assigned operations and activities
- Create a positive work environment
- Predictable and reliable attendance

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check
- A bachelor's degree from an accredited institution in education, business or related field, master's degree preferred
- Five (5) years of experience in transportation operations including two years in a supervisory capacity, preferred, or five years of school/district administrator experience
- Requires skill in interpersonal communications. Interacts with the public, principals, students, staff, and drivers to mediate and solve problems
- Must have competence in reading, writing and math
- Must have competence in using various computer based systems
- Requires a current Commercial Driver License (CDL) with proper endorsements or obtains within three months of accepting position.
 - Defensive driving courses, First Aid and other annual in-service training are provided by the District according to the guidelines established by the State of Utah.
 - Requires one year demonstrated safe driving competence based upon DMV record.
 - Must maintain a continuing good driving record as a condition of employment.
 - Requires ability to operate various types of buses (30 - 40 feet in length) effectively and safely even under adverse road conditions.
 - Must demonstrate ability to understand road signs, traffic laws, rules and regulations according to the traffic codes of the State of Utah as outlined in the CDL driving manual.
 - Random drug testing is required by the Utah State Office of Education.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---*Not limited to the following:*

- Drag a 125-pound object on the ground 50 feet within 30 seconds.
- Kneel down for 10 seconds; turn head to look under a school bus, and then return to a standing position within 5 seconds (perform two times within 60 seconds).
- While sitting and looking forward, move right foot back and forth between throttle and brake 5 times within 10 seconds.
- Climb and descend bus stairs three times within 30 seconds.
- While sitting and looking forward, sequentially open and close the bus door, activate the four way hazard lights, and activate the right/left turn signals within 15 seconds.
- From seat height (16 inches), pick up and carry a 50-pound object 35 feet.
- Job stress is experienced due to adverse weather conditions, pressures to meet schedules, student behavior, medical problems (e.g. seizures) and the responsibility for the safety of students.
- Requires ability to sit for long periods while driving. Uses arms, hands and fingers to grasp and hold; use legs and feet to press and hold pedals. Uses hearing and speech for communication.
- Requires clear vision including distance, peripheral and depth perceptions.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: _____ 11/01/2019 _____