

Director of Pupil Transportation

Classified Position - 0090

<u>Salary</u> Basal salary + Extended Employment + Director Increment	<u>Days</u> 240	<u>Reports to:</u> Superintendent
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SCOPE OF RESPONSIBILITIES

- Organizes and delivers district transportation objectives to all students identified as transported by pupil attendance records
- Requires communication skills to dialogue with parents, community representatives and the general public

PERFORMANCE RESPONSIBILITIES / ESSENTIAL FUNCTIONS

1. Administers, coordinates and supervises all aspects of transportation services, including maintenance of all Board owned vehicles
2. Develops monitors and interprets all aspects of transportation, including safety and training to ensure services are provided in compliance with federal and state regulations and District policies and procedures
3. Assesses transportation system needs; develops the Districts' long range transportation services plan; establishes department goals and objectives; recommends transportation policies for Board action; determines priorities and implements changes to meet goals and objectives to maximize system efficiency and cost effectiveness
4. Prepares budget and capital outlay requests; formulates purchase specifications; authorizes expenditures for entire transportation operations
5. Represents Transportation with community and school organizations to ensure sensitivity to local attitudes and objectives; represents transportation programs at all levels within the District
6. Represents Transportation with the Kentucky Department of Education and supervises the preparation and filing of all reports required by the state or District
7. Represents Transportation in collective bargaining, grievances and mediations and recommends collective bargaining contract revisions
8. Oversees Board-owned vehicles, bus fleet maintenance and bus replacement schedules
9. Maintains regular and predictable attendance
10. Adheres to the professional code of ethics
11. Successfully utilizes technology as appropriate in job function
12. Performs other duties as assigned by the Superintendent

MINIMUM QUALIFICATIONS

1. Bachelor's Degree
2. Successful supervisory experiences in district operations

DESIRABLE QUALIFICATIONS

1. Advanced educational degree
2. Degree in transportation
3. Knowledge of school system policies and procedures