

**JOB DESCRIPTION: TRANSPORTATION DIRECTOR / MECHANIC**

TITLE: Transportation Director / Mechanic

QUALIFICATIONS:

1. Knowledge of traffic laws, safety, scheduling, and routing
2. Ability to supervise employees; demonstrate aptitude for assigning responsibilities
3. Valid CDL with school bus endorsement
4. High school graduate
5. Knowledge and skill required for maintenance and repair of the district's vehicle fleet

REPORTS TO: Superintendent

SUPERVISES: Bus drivers, outside summer maintenance workers

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to stand, walk, use hands and fingers to handle or feel objects, tools, or controls, and talk or hear. The employee frequently is required to reach with hands and arms. The employee is required to sit in vehicles as a driver. The employee frequently must squat, stoop, or kneel, reach about the head and reach forward. The employee continuously uses hand strength to grasp tools and must have hand and finger dexterity to manipulate small parts and tools. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

The employee must frequently lift and/or move up to fifty (50) pounds, such as cleaning supplies, replacement parts, pails, and various materials that need to be delivered throughout the district. The employee, at times, needs to load and unload trucks. Occasionally the employee will lift and/or move up to one hundred (100) pounds, such as bus tires, salt, ice melt, vehicle parts, and furniture. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

GENERAL DESCRIPTION: Routing school buses, scheduling activity and special trips, maintenance and repair of school district vehicles, supervision of drivers, maintenance of athletic complex and grounds of the district, and promotion of positive community relations

ESSENTIAL FUNCTIONS:

1. Supervise transportation employees to ensure that all employees complete their duties in ways that are commensurate with the district's mission and vision;
2. Examine exterior of school building, district bus garage, and athletic complex on a regular basis for necessary repairs or maintenance;

3. Develop bus routes prior to the opening of school and adjust as necessary based on the number of students, size of the bus, and duration of the route;
4. Communicate with parents regarding pick up and drop off time for students who ride the bus;
5. Responsible for the day-to-day supervision of assigned staff including, but not limited to, scheduling, work assignments, assessment of work performance, and providing assistance and support as necessary;
6. Maintain a district map with all bus routes, a current roster of all students on each route, and prepare all applicable reports - i.e. all route descriptions, pick up / drop off points, bus numbers, drivers, etc.;
7. Take necessary actions to address concerns with assigned staff including attendance, quality of work, interpersonal relations with staff and students, behavior, etc.;
8. Prepare buses for inspection;
9. Train new bus drivers with respect to practice and preparation for CDL and bus driver certification as necessary;
10. Coordinate and develop opportunities for driver training as needed;
11. Keep maintenance records for all district vehicles;
12. Perform maintenance and repair of buses and other vehicles as necessary;
13. Clean exterior and interior of school vehicles as necessary;
14. Supervise and maintain a current inventory of supplies and materials related to transportation within the district;
15. Drive a morning and afternoon bus route;
16. Prepare bids for purchase of all district vehicles, including buses;
17. Call for bids for gas and diesel fuel and report bid to the superintendent;
18. Submit invoices, mileage reports, and trip vouchers to the superintendent on a monthly basis;
19. Maintain outdoor grounds including the athletic complex, the bus garage, and exterior of the K-12 school building;
20. Procure supplies in various locations and deliver them to the school, bus garage, or athletic complex as needed;
21. Other duties as assigned by the superintendent.

TERMS OF EMPLOYMENT: Salary and benefits to be determined by the board. Additional compensation for activity trips will be paid at the normal activity driver rate established by the board.

EVALUATION: Job performance will be reviewed at least annually by the superintendent

Adoption date: April 13, 2015