

LOCAL DISTRICT CLASSIFICATION PLAN

CLASS TITLE: DIRECTOR OF TRANSPORTATION

BASIC FUNCTION:

Organize, plan, direct, and implement operations and activities involved in student transportation; communicate with parents, community representatives, local officials, and the general public.

REPRESENTATIVE DUTIES:

Organize, plan, direct, and implement operations and activities involved in student transportation to assure safe and effective transportation services.

Plan and direct pre-service and in-service training of bus drivers in cooperation with staff development and safety/security units; provide leadership for development of vehicle safety program.

Plan and approve transportation route and bus stop locations in cooperation with school principals and other school personnel involved.

Interview driver applicants; recommend drivers for employment and dismissal.

Train, assign, direct, review, and evaluate work of assigned employees.

Inspect and diagnose mechanical defects in machines and equipment.

Communicate with parents, community representatives, local officials, and the general public; coordinate communications and information and promote positive relationships.

Receive and resolve issues, concerns, and complaints concerning student transportation services; direct to appropriate personnel and monitor resolution.

Assist with budget preparation as required; monitor and control budget according to established guidelines.

Prepare required reports and assure the preparation and maintenance of department records; prepare and deliver oral reports as required.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Laws, rules, regulations, and guidelines governing student transportation.
Policies and procedures concerning time lines and routing of buses.
Streets and distances involved in routing buses.
Requirements of a variety of training programs.
Principles and practices of supervision and training.
Oral and written communication skills.
Basic methods involving budget monitoring and control.

ABILITY TO:

Plan and direct training programs.
Plan and approve transportation routes and bus stops.
Assure department meets legal requirements concerning student transportation.
Maintain current knowledge of program rules, regulations, requirements, and restrictions.
Train, supervise, and evaluate personnel.
Analyze situation accurately and adopt an effective course of action.
Communicate effectively with those contacted in the course of work within and outside the District.
Coordinate and disseminate information.
Prepare and deliver oral presentations.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: college-level training in transportation and four years experience in transportation activities including at least one year in a lead or supervisory capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid Kentucky driver's license.