

## **Eufaula School District Position Description**

### **POSITION TITLE: Transportation Director**

Reports to: Principal, Superintendent

**General Description:** Routing of school buses, scheduling special trips, supervision of drivers and mechanical repair, and maintains and promotes good community and staff relations.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

Adjust bus routes following the opening of school according to the size of the bus and size of the load.

Responsible for the day-to-day supervision of assigned staff including but not limited to: scheduling, work assignments, assessment of work performance, providing assistance and support as required.

Shall take necessary action to address concerns with assigned staff including but not limited to: attendance, work performance, behavior, etc.

Performs annual inspections to ensure compliance with state and local policies and regulations.

Arrange and/or conducts periodic driver safety meetings for all bus drivers.

Responsible for preparation of accident reports and reporting such to the superintendent.

Secures substitute transportation personnel.

Train and assign substitute bus drivers.

Keep maintenance records for all buses and school vehicles.

Schedules routine maintenance of buses and other school vehicles.

Help prepare specifications for the purchase of buses.

Schedules all activity and field trips.

Routes student discipline problems through building administrators.

Inspect bus turn-a-rounds and help determine stops.

Prepare all reports and forms applicable to the transportation department, i.e., purchase orders, route descriptions, pick up/drop off points, pupils—school attended, etc.

Responsible for establishing effective relationships with district administrators, staff, parents, and public.

Assists in promotion of good safety practices and procedures.

Supervises and maintains a current inventory of supplies and materials related to transportation matters within the district.

Checks roads in inclement weather and advises superintendent.

Keeps abreast of new techniques and operations concerning transportation.

Conducts other duties related to the director's duties as assigned by the superintendent.

Works with limited supervision using standardized practices and/or methods.

Maintains compliance with all pertinent policies, regulations, etc.

Valid Oklahoma Driver's License & Oklahoma Bus Driving certification.

**Other Functions**

Performs other related duties as assigned for the purpose of ensuring efficient and effective functioning of the work unit.

**Job Requirements:**

Skills are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard mechanical tools and equipment; planning and managing projects; organization and scheduling; ability to provide basic vehicle and bus maintenance; develop effective working relationships; prepare and maintain accurate records; administering personnel policies and procedures; and budgeting and cost control.

Ability is required to schedule trips, routes, and drivers; use job-related tools and equipment. Flexibility is required to independently work with others in a wide variety of circumstances; and operate tools and equipment using standardized methods. Specific ability-based competencies required to satisfactorily perform the functions of the job include; establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; working with multiple projects, frequent interruptions, and changing work priorities; working with detailed information/data and maintaining accurate records; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions.

**SUPERVISORY RESPONSIBILITIES:** Supervises transportation staff.

*QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required.*

**OTHER SKILLS AND ABILITIES:**

Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely. Ability to perform duties with awareness of all district requirements and the Board of Education policies.

*This information contained in this job description is not an exhaustive list of the duties performed for this position. Additional duties are performed by individuals currently holding this position and additional duties may be assigned.*