



NEW:
07/01/2012

JOB TITLE:	DIRECTOR TRANSPORTATION SERVICES
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 13
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8778
BARGAINING UNIT:	CLAS

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 & EVALUATION CRITERIA
Administers, coordinates and supervises all aspects of transportation services, including maintenance of all Board-owned vehicles
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
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
Prepares budget and capital outlay requests; formulates purchase specifications; authorizes expenditures for entire transportation operations
Represents Transportation with community and school organizations to ensure sensitivity to local attitudes and objectives; represents transportation programs at all levels within the District
Represents Transportation with the Kentucky Department of Education and supervises the preparation and filing of all reports required by the state or District
Represents Transportation in collective bargaining, grievances and mediations and recommends collective bargaining contract revisions
Oversees Board-owned vehicles, bus fleet maintenance and bus replacement schedules
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
The work is primarily sedentary. The work at times requires bending, squatting, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS
Bachelor's Degree
Five (5) years of successful work experience in the area of pupil transportation
Previous experience as administrator in urban student transportation program
Successful supervisory experiences in a transportation operation
Effective communication skills

DESIRABLE QUALIFICATIONS
Advanced educational degree
Degree in transportation
Knowledge of school system policies and procedures