

SHEFFIELD CITY SCHOOLS
JOB DESCRIPTION – Director of Transportation

POSITION TITLE: Director of Transportation

QUALIFICATIONS: (1) At least a high school graduate or its equivalent.
(2) Knowledge and/or experience in the area of transportation.
(3) Must hold a valid Alabama driver's license
(4) Must have an Alabama Commercial Driver's License (CDL) and an Alabama school Bus Driver's License (BDL) or obtain both within six months of assignment.
(5) Such alternatives to the above qualifications as the Superintendent and the Board of Education may find appropriate and acceptable.

REPORTS TO: Superintendent

JOB GOAL: To enable each student, through safe and efficient transportation, to take full advantage of the complete range of curricular and extracurricular activities offered by the district's schools.

SUPERVISES: Bus Driver(s)

PERFORMANCE RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:

1. Conforms with all state laws and regulations regarding school transportation.
2. Maintains safety standards in conformance with state and insurance regulations and develops a program of preventive safety.
3. Recruits, trains, and supervises all transportation personnel and makes recommendations on their employment, transfer, promotion, and release.
4. Advises Deputy Superintendent/Superintendent and acts a liaison on road hazards and for decisions on school closing during inclement weather.
5. Cooperates with school principals and other responsible for planning special school trips.
6. Prepares bus routes and schedules for all public schools in the district.
7. Authorizes purchases and invoices related to transportation in accordance with budgetary limitations and district rules.
8. Maintains all equipment and develops plans for preventive maintenance.
9. Submits all reports required by state authorities.
10. Works with principals in solving discipline problems occurring on bus.
11. Acts as liaison with parents for complaints and special requests.
12. Develops recommendations for future equipment and personnel needs.
13. Coordinates field trip/extracurricular activities in regards to transportation as approved by local administrators and Superintendent.
14. Performs such other tasks as assigned by proper authority.

NOTE: In addition to the above responsibilities, the Director of Transportation must also perform duties and responsibilities of the Sheffield City Schools Maintenance Worker.

TERMS OF EMPLOYMENT: Twelve months. Salary according to the Board approved salary schedule.

EVALUATION: Performance of the job will be evaluated in accordance with the Board policy on evaluations of non-certified personnel.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Sheffield City Schools Board of Education reserves the right to amend the job description as needed.