



## **Director of Transportation**

### **Central Lyon Community Schools**

**Reports to:** Superintendent

**Supervises:** All Transportation Department Personnel

**FLSA Status:**  Exempt     Non-Exempt

**Status:**         Full Time     Part Time  
                   Hourly         Salary

**DATE REVISED:**        June 14, 2021

#### **EXECUTIVE SUMMARY**

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

#### **ESSENTIAL FUNCTIONS**

- Inspect all school vehicles
- Monitor mileage, schedule servicing and/or repair of school vehicles as needed
- Prepare for bus inspections
- Work with the Superintendent to establish a preventative maintenance schedule to address immediate, short-term, and long-term needs of the fleet
- Prepare bid specifications and obtain quotes for repairs, purchases as directed by the Superintendent
- Work with the Superintendent to establish bus routes and evaluate the routes for safety and efficiency
- Work with the Superintendent to establish a rotational spending plan for fleet management
- Schedule and conduct bus evacuation drills for transportation staff, students, and district employees
- Other additional duties as assigned and mutually agreed upon by the Superintendent
- Conforms to all state laws and regulations regarding school transportation.
- Maintains safety standards to conform to state and insurance regulations and develops a program of preventive safety.
- Recruits, trains, evaluates and supervises all transportation personnel, and makes recommendations on their employment, transfer, promotion, and release.
- Advises Superintendent on road hazards for decision on school closing during inclement weather.
- Cooperates with school Principals and others responsible for planning special school trips.
- Develops and administers a transportation program to meet all the requirements of the daily instructional program (including special education programs) and extra-curricular activities.
- Formulates the specifications to be incorporated in contractual agreements.
- Supervises the preparation of bus routes for all schools in the district.
- Attends appropriate committee and staff meetings.
- Works with the Superintendent and Business Manager in formulation of transportation budget.
- Authorizes purchases in accordance with budgetary limitations and district rules.
- Approves and forwards transportation service invoices to accounting department.
- Supervises the maintenance all district-owned equipment and develops plans for preventive maintenance.
- Approves transportation payroll on monthly basis, including wage and hour requirements and leave requests.

- Completes and dispatches insurance reports.
- Submits all reports required by state authorities.
- Takes an active role in solving discipline problems occurring on school buses, in conjunction with building administrators.
- Acts as liaison with parents for complaints and special requests regarding transportation, in conjunction with building administrators.
- Supervises the assignment buses to the various routes and to activity trips after notification of need for bus.
- Determines fleet needs and replacements. Keeps Superintendent informed of these needs.
- Obtains sub-drivers as necessary.
- Develops recommendations for future transportation and personnel needs in the school district
- Assume specific responsibilities as assigned by the Superintendent.

## KNOWLEDGE, SKILLS, AND ABILITIES DESIRED

### Preferred Education and Licensure

- A high school diploma.
- Must have working knowledge of bus repair and maintenance.
- Must have management skills and preferably experience in personnel management.
- Hold a valid driver's license, chauffeur's license, (CDL approved), and Iowa School Bus Driver's permit.

### Knowledge and Skills

- Possess strong organizational ability and managerial skills.
- Able to communicate verbally and in writing and computer literate.
- Able to understand and implement the guidelines of the Department of Education and Board of Education which relates to student transportation.
  - Establish and maintain effective working relationships with students, staff, and school community
  - Demonstrate effective communication by speaking clearly and concisely both in oral and written formats
  - Perform duties with awareness of all district requirements and Board of Education Policies
  - Apply technology to the position to make it more efficient and effective

PHYSICAL REQUIREMENTS	Amount of Time		
	Occasionally (1%-32%)	Frequently (33%-65%)	Constantly (66%-100%)
Stationary Position		X	
Moving			X
Talking			X
Hearing			X
Handling			X
Reaching			X
Fingering			X
Repetitive Motion			X
Balance	X		
Lift 0-10 Pounds			X
Lift 11-25 Pounds			X
Lift 26-50 Pounds		X	
Lift Over 50 Pounds		X	
Operate Motor Vehicle			X

WORKING CONDITIONS	Amount of Time
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	<b>Occasionally (1%-32%)</b>	<b>Frequently (33%-65%)</b>	<b>Constantly (66%-100%)</b>
School Hours			X
Indoors			X
Outdoors		X	
Evenings		X	
Weekends	X		

**TERMS OF EMPLOYMENT**

- Twelve-month contract
- Salary and benefits to be determined by the board

**EVALUATION**

The Transportation Director will be evaluated by the Superintendents at least annually in accordance with law, board policy, and the preceding job description.

**EQUAL EMPLOYMENT OPPORTUNITY**

It is the policy of the Central Lyon School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age, marital status, sexual orientation, and gender identity in its employment practices.

The statements contained herein describe the scope of responsibility and essential functions of this position but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts the Board's right to assign or reassign duties and responsibilities to this job at any time unless restricted by law or a negotiated contract.

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_