

**PLYMOUTH COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION**

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| JOB TITLE: | Director of Transportation |
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| EXEMPT: | Yes |
| SALARY LEVEL: | Per Classified Policy – Classified Administration |
| LOCATION: | Plymouth Community School Corporation |
| REPORTS TO: | Superintendent and Assistant Superintendent of Schools |
| LENGTH OF WORK: | 40 hours / week, plus extra hours as needed – 12 months / year |

JOB GOALS: To supervise the transportation of the bus students daily in a safe and efficient manner.

ESSENTIAL FUNCTIONS include the following. Other duties may be assigned.

1. Supervise the maintenance of all school buses and corporation-owned vehicles.
2. Maintain performance and maintenance records on all corporation-owned vehicles which includes:
 - a. gasoline consumption of each vehicle
 - b. repair costs of each vehicle
 - c. replacement of equipment due to normal wear and use
3. Maintain a reasonable inventory of school bus parts.
4. Requisition parts, supplies and equipment as required and according to school policy.
5. Supervise work schedule and performance of mechanics in garage.
6. Assist in the preparation and enforcement of rules, regulations, and policies relating to the transportation program.
7. Assist in planning in-service programs for all drivers as necessary.
8. Assist in the preparation and organization of classroom instruction and behind-the-wheel driving experiences for new drivers, which will conform to state law.
9. Assist in the recruitment of new prospective bus drivers.
10. Assist in the notification of drivers of impending bus inspections, vacation schedules and/or activities or events, which may affect the driving schedule of students and driver.
11. Be responsible for advising bus operators of days and/or times when buses will not be in operation due to inclement weather, etc.
12. Find replacement or substitute drivers as required.
13. Keep all buses in a state of readiness for safety inspection and be responsible for repairs as required.
14. Assist in the preparation of specifications for new buses.
15. Provide assistance in the development of bus routing.

16. Be responsible for the arrangement and scheduling of bus drivers for extra-curricular and co-curricular activities.
17. Make periodic written reports and/or recommendations to the Superintendent of Schools and the Assistant Superintendent as requested.
18. Work with drivers, mechanics, students, parents, and other school personnel to maintain a smooth functioning transportation program.

SUPERVISORY RESPONSIBILITIES:

Is responsible for the overall direction, coordination, and evaluation of this unit. Also directly supervises non-supervisory employees.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Employee must maintain a positive relationship with other staff, parents, and students.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED) plus vocational and/or diesel training or one to two years related experience and/or training or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possess a valid state CDL Class B driver's license.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from parents, board members, regulatory agencies, or members of the school community. Ability to effectively present information to the Board, the Superintendent and his or her staff, school employees, and parent groups.

MATHEMATICAL SKILL:

Ability to work with mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk and hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee experiences frequent vibration while driving a school bus. The employee is required to climb in and out of bus frequently.

The employee must frequently lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts; in high, precarious places and in outside weather conditions and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, risk of electrical shock.

The noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT:

Twelve months per year. Salary and benefits as per classified policy.

EVALUATION:

An evaluation will be done on the employee's performance after the first thirty days and then on an annual basis.

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