

TRANSPORTATION DIRECTOR

JOB SUMMARY

Organize, manage, coordinate, and monitor all aspects of school bus transportation.

QUALIFICATIONS

- High School Diploma (or GED)
- One year administrative experience
- Valid Commercial Driver's License with P & S endorsements
- Possess knowledge in all aspects of all school transportation
- Such alternatives to the above qualifications as the Director of Schools may find appropriate and acceptable

RESPONSIBILITIES/JOB DUTIES

- Report to Assistant Director of Schools
- Establish routes and monitor the safe operation of school buses
- Supervise and evaluate bus drivers
- Prepare state ADT report
- Responsible for transportation expenditures, budget, accounts receivable/accounts payable
- Schedule State required in-service and State bus inspections
- Report accidents to the TN Department of Safety
- Comply with all State, Federal, and Local laws, rules, and regulations governing school buses and CDL personnel
- Schedule field trips
- Communicate with parents/guardians concerning discipline problems, route changes and/or any other business pertaining to their child/children
- Drive and/or ride a school bus when necessary
- Perform other duties as assigned by the Assistant Director/Director of Schools