

**JEFFERSON COUNTY SCHOOLS**  
**Job Description**

**POSITION:** Director of Transportation  
**IMMEDIATE SUPERVISOR:** Assistant Superintendent

**FLSA STATUS:** Exempt

**EMPLOYMENT TERM:** Minimum 200 days annually, pursuant to WV Code §18-5-45; extended employment terms established by JCBOE. Currently a 261 day employment

**SALARY:** Pursuant to WV Code §18A-4-2, in accordance with Jefferson County Administrative Salary Schedule, commensurate with experience and education level

**EVALUATION:** Performance in this position will be evaluated by the Superintendent and in accordance with WV State Code §ISA-2-12, WV State Board Policy 5310, and JCBOE Evaluation Policy

**JOB SUMMARY:** Provide leadership and guidance to the Transportation Department to ensure the safe and efficient operation of the transportation function in Jefferson County Schools in Accordance with federal, state, and county regulations.

**PERFORMANCE RESPONSIBILITIES:**

- Supervise bus operators, mechanics, and other employees assigned to transportation.
- Provide leadership and support in developing, implementing, and maintaining high quality and safe transportation services.
- Coordinates with the Superintendent and the Treasurer to manage budgets effectively.
- Oversees and directs prospective bus operators under guidelines as prescribed by the WVDE and Jefferson County policies.
- Arranges for certification of school bus operators, school bus trainers, and equipment.
- Manages the use of substitute school bus operators, mechanics, and transportation aides.
- Verifies information such as attendance and payroll submitted by school bus operators, mechanics, and transportation aides, and all other personnel assigned to the transportation department.
- Manages the transportation needs of fieldtrips, athletic events, and other activities.
- Conducts route and bus operator observations for compliance with state and local regulations.
- Investigates and responds to requests for bus stops and route changes.
- Coordinates training and staff development opportunities for all bus operators and mechanics.
- Makes route changes in the event of adverse road conditions or emergencies.
- Investigates hazardous road and route conditions and reports to the Superintendent.
- Maintains accurate records of student bus stops and routing information.
- Oversees radio dispatch communication.
- Establishes and maintains professional working relationships with appropriate school personnel.

- Establishes good public and employee relations.
- Maintains and upgrades professional skills in order to improve the transportation program.
- Plans, coordinates, and arranges for appropriate training of staff including staff development opportunities and safety programs.
- Develops on-going and long-range vehicle (school buses, county vehicles) replacement schedules.
- Communicates with other administrators, personnel, and outside organizations to coordinate transportation needs.
- Prepares all required reports and maintains all appropriate records.
- Ascertains that all buses are inspected as required.
- Oversees that all buses are kept in safe running condition with repairs being made at the School Bus Garage and/or vendors.
- Mediates and works to resolve parent and employee concerns.
- Authorizes purchases in the transportation department within budgetary limitations and according to county guidelines.
- Investigates any accidents, take appropriate corrective action, and files all required reports.
- Monitors, when enrollment levels dictate, in order to realign school boundaries for school bus routes.
- Assist with Comprehensive Educational Facilities Plan.
- Oversees the use of all GPS, cameras, and electronic devices on school buses.
- Remains on call for emergency situations.
- Monitors all staff in a fiscally sound manner, up to and including approving and signing off on all overtime.
- Performs other duties as assigned by the Superintendent or his/her designee.

#### **QUALIFICATIONS/REQUIREMENTS:**

Bachelor's Degree, Master's Degree and/or valid administrative certificate, pursuant to WV Code §18A-3-2; Criminal background check conducted pursuant to WV Code §18-5-15c and/or §18A-3-10, as appropriate; Meet the qualifications outlined in WV Code §18A-3-2a and §18A-2-9.

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The qualifications/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 essential functions.

- Bachelor's Degree.
- Preference will be given to applicants who hold a Master's Degree in Educational Administration.
- Completion of, or willingness, to promptly attend and complete the WV Evaluation Leadership Institute if necessary.
- Minimum of 5 years of successful administrative experience. Preference may be given to those who show proven/documented leadership in transportation.
- Ability to work cooperatively/effectively with students, staff, parents, and the public.
- Excellent interpersonal skills and organizational abilities.
- Outstanding work habits/attributes.
- Thorough knowledge of the Employee Code of Conduct.

- Ability, knowledge, skills, core beliefs, expertise, and passion to provide leadership and to execute the responsibilities of the position.
- The ability to perform the job duties and responsibilities of the position as contained in the Job Description, with or without reasonable accommodation.
- Additional Minimum Requirements: Applicants who have recent unsatisfactory evaluations will not be considered eligible for consideration; applicants who demonstrate unsatisfactory interview performance are not eligible for consideration; and, applicants who receive unfavorable reference recommendations will not be eligible for consideration.
- Additional Minimum Requirements for Applicants Not Currently Employed: Applicants who have been dismissed, or have their contracts non-renewed for cause by another school district are not eligible for consideration.

**PHYSICAL DEMANDS:**

The physical demands described 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 reach, stand, walk, lift, grasp, write, talk, hear, see, use technology such as computers and multimedia equipment, and use repetitive motions. While performing the duties of this job, the employee may **frequently lift and/or move at least 10 pounds** of materials.

Specific vision abilities required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

**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. The work setting is indoors as well as outdoors. The work environment temperature can range from below freezing to in excess of 90 degrees Fahrenheit, while conducting job and/or accident site inspections. The noise level in the work environment is quiet to moderately loud (20-90dB).

*The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.*

Principal 9/2011