

**Warrenton-Hammond School District
Job Description**

Job Title: Director of Transportation
Reports To: Superintendent

JOB SUMMARY

This position serves as coordinator for and supervisor of all District transportation services. Ensuring that all District-owned vehicles/buses are maintained and in proper working order.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Follows and maintains knowledge of all District policy(ies) and procedures.
2. Maintains thorough working knowledge of all laws, procedures and regulations governing school bus drivers and student transportation.
3. Creates and schedules all bus routes to allow for timely arrival and departure of students.
4. Schedules substitute drivers, as necessary.
5. Creates driver schedules and routes ensuring that dispatch book and drivers are updated with any changes or modifications.
6. Works in conjunction with the Business Manager and Superintendent to make necessary schedule and/or route changes due to adverse weather conditions or emergency situations.
7. Assists in the hiring of all bus drivers and transportation staff.
8. Provides annual evaluations of all bus drivers and transportation staff.
9. Facilitates ride-alongs and observes drivers to ensure that all safety rules and regulations are being followed and writes reports of findings and area(s) for improvement.
10. Manages appropriate professional development and/or continuing training for drivers.
11. Resolves any employee relations issues and/or complaints regarding school bus operations or drivers.
12. Serves as a resource for drivers regarding safe driving practices, rules of the road, school location and District boundaries, state and federal laws and regulations pertaining to student transportation, Federal Motor Carrier safety regulations, and District policy(ies).
13. Assists and provides guidance regarding student behavior management and consults with principals to resolve issues, as needed.
14. Conduct routine record keeping and prepare reports.
15. Fills out appropriate log(s), forms and paperwork, as required.
16. Appropriately maintains and secures confidential records and inquiries.
17. Interacts thoughtfully and courteously with students, staff and parents and resolves conflict in a professional manner.
18. Professionally represents the school and the District in interactions with parents, community, staff, and students.
19. Maintains appropriate certifications and training hours, as required.
20. Attends work regularly and is punctual.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attends staff meetings.
2. Attends in-service trainings.
3. Substitutes or drives school bus routes, as needed.

SUPERVISORY RESPONSIBILITIES

Supervises, evaluates and directs the work of all drivers and transportation personnel according to District policy(ies). All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty 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 Diploma (GED) or equivalent combination of education and experience. Thorough working knowledge of transportation related issues and mechanical methods and materials and the use of repair equipment equivalent to that gained in at least three years of experience. Previous experience working in transportation related positions required.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to remain calm and professional in an environment with frequent interruptions.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students and other school staff. Ability to respond to common inquiries or complaints from students, parents, staff or members of the community. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, decimals, proportions, percentages, area, circumference, volume and distance. Ability to apply concepts of basic algebra and geometry.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- **Computer Skills:** General knowledge of computer usage and ability to use standard school software, internet software, e-mail, spreadsheets and word processing software.

- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents and members of the community and vendors. Ability to multi-task and prioritize work tasks while exercising good judgment and working in a dynamic environment.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District including a valid Oregon Class B Commercial Driver’s License (CDL) w/ passenger endorsement, state school bus driver’s certificates/licenses, airbrake certificate, state certification for bus mechanics and the ability to obtain a valid First Aid/CPR card.

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 regularly required to talk or hear. The employee is frequently required to sit, stand, walk, use hands for fine manipulation, handle or feel, reach with hands and arms, stand and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds, frequently up to 50 pounds and occasionally up to 100 pounds or more. Specific vision abilities required by this job include close vision, distance vision, color vision, ability to adjust focus, depth perception and peripheral vision.

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 environment is a standard school bus and bus/vehicle shop setting. The noise level in the work environment is usually moderate, but occasionally high. While performing the duties of this job, the employee is regularly exposed to outdoor weather and wet or humid conditions, work in high precarious places, moving mechanical parts, fumes and airborne particles, toxic or caustic chemicals, vibration, and risk of electrical shock. The employee may be exposed to bloodborne pathogens.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description.

Signature:

Date:
