
TRANSPORTATION DIRECTOR

Job Title: Transportation Director

Qualifications:

- High School Graduate or possess a general educational development diploma (GED)
- Maine Commercial Driver's License with Class B and endorsements P & Y
- Experience in bus transportation, inclusive of driving, scheduling and supervision
- Computer literate; with knowledge of Transfinder Routing Program
- Effective communicator with staff, students and parents
- Ability to adapt to changing situations and priorities
- Confidentiality a must

Reports To:

Business Manager

Job Goal:

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

Performance Responsibilities:

- Conform to all State laws and regulations regarding school transportation
- Maintain safety standards in conformance with State and insurance regulations and develop a program of preventive safety
- Recruit, train and supervise all bus drivers and make recommendations on their employment.
- Arranges for all substitute drivers
- Schedule all routes for all students utilizing the Transfinder Routing Program
- Work with Building Administrators and others to plan transportation for all field trips
- Coordinates with the Athletic Director to schedule all athletic trips
- Maintain all records, including assignment rosters, spare driver lists, and all reports pertinent to the transportation program.
- Handle student, parent, and driver public relations
- Attend all meetings and/or conferences regarding school transportation issues.
- Participate in the Commercial Driver's License drug and alcohol testing at random
- Yearly physical exam
- Observe and obey all mandatory State of Maine operational regulations for school buses
- Observe and obey all traffic laws
- If necessary, fill in as a driver if no other individual is available to do a run.
- Perform other duties as deemed necessary by the Business Manager

Terms of Employment

Work Agreement negotiated annually with the Business Manager and Superintendent

Evaluation:

Performance of this job will be evaluated by the Business Manager annually

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