



**JOB DESCRIPTION**

<b>POSITION TITLE: Director of Transportation</b>	
<b>REPORTS TO:</b> Superintendent	<b>SALARY:</b> Treutlen County Salary Scale
<b>FLSA:</b>	<b>WORK DAYS:</b>
<b>JOB GOAL:</b> To coordinate the smooth and efficient operations of the system transportation department.	

**REQUIREMENTS:**

- 1. Educational Level:** College Degree or Experience in Transportation
- 2. Experience:** Minimum of five years successful experience as an educator and administrator.
- 3. Proficiency Skills:** Written and oral communication skills, administrative, supervisory and leadership skills. Ability to deal with multiple tasks, computer competence, organizational and interpersonal skills.
- 5. Personal Skills:** Pleasant personality, cooperative attitude, physical skills and stamina to perform essential duties.

*The Board and Superintendent may accept alternatives to some of the above requirements.*

**ESSENTIAL DUTIES:**

1. Complies with school, system, state and federal regulations and policies, including the PSC Code of Ethics, as related to job requirements.
2. Acts in a professional manner and assumes responsibility for the total school program and safety of students.
3. Acts in a professional manner and maintains a professional attitude, following school and system policies in regard to students and records, when interacting with the public.
4. Completes reports, documentation, duties and other assignments in a prompt and professional manner.
5. Demonstrates knowledge and proficiency in the use of internet, email and other computer applications as applicable to job responsibilities.
6. Demonstrates appropriate verbal, written and telephone communication skills.
7. Maintains confidentiality of sensitive information and material.
8. Maintains a professional appearance as appropriate for job responsibilities.
9. Acts in a professional manner and maintains a professional attitude towards the public and colleagues; adheres to cultural diversity guidelines, and exhibits the fundamentals of good public/customer service.
10. Exhibits time on task and a flexible, cooperative, progressive and hard working attitude and style.
11. Reports to superintendent about status of programs and makes recommendations of appropriate actions and alternatives.
12. Keeps abreast of and informs the superintendent of changes in rules and regulations of the Georgia Board of Education and state and federal laws concerning area of responsibility.
13. Keeps abreast of and informs the superintendent of current trends and developments concerning area of responsibility.
14. Ensures expenditures are within approved limits.
15. Enhances the climate of the building and the morale of colleagues.
16. Demonstrates loyalty to the school system and administration.
17. Provides a continuous program of training for bus drivers.

18. Supervises procedures for systematic bus maintenance and safety inspections.
19. Investigates all accidents involving system vehicles and determines precaution for prevention of accidents in the future.
20. Establishes safe and efficient bus routes and pick up and delivery points and procedures.
21. Establishes procedures for dealing with student discipline and public complaints.
22. Assigns bus routes and drivers.
23. Advises assistant superintendent on road conditions for decisions on school closing during
24. Develops specifications for new buses, oversees purchasing of new buses.
25. Prepares annual transportation report for the State Department of Transportation.
26. Supervises the assignment of all field trips.
27. Recommends qualified applicants as bus drivers and mechanics.
28. Evaluates drivers and other transportation personnel.
29. Coordinates drug screenings for all transportation personnel.
30. Coordinates the development of information required by the transportation department in arranging specialized transportation.
31. Maintains a pattern of prompt and regular attendance.
32. Follows chain of command.
33. Performs all other duties as assigned.

Board Approved: 6-08-15

Director of Transportation