

PLEASANTS COUNTY SCHOOLS



JOB DESCRIPTION – DIRECTOR OF TRANSPORTATION

Qualifications: High School diploma or equivalent, pursuant to WV Code §18A-2-5; Criminal background check conducted pursuant to WV Code §18-5-15c; Meet the definition of “Qualifications” in WV Code §18A-4-8b; demonstrated competency, pursuant to WV Code §18A-4-8e (state-approved competency test), as follows:

- Successfully complete the State Competency Test for director or coordinator of services.
- Have a basic mechanical ability as it relates to school buses and repairs.

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.

- Ability to supervise the county transportation department.
- Ability to organize paperwork and maintain records in a timely manner.
- Ability to effectively supervise personnel under his/her control.
- Ability to determine and prevent hazards.
- Ability to effectively present information and respond to questions from administrators, staff and the general public.
- Ability to interface effectively with other departments, school personnel, other transportation staff and contacts from outside the county.
- Ability to establish and maintain effective working relationships with students, staff and community.
- Ability to understand and follow Special Education Regulations, IDEA and West Virginia State Board Policy 2419 as it pertains to transporting special needs students.
- Ability to perform duties in full compliance with all county requirements and the Board of Education policies.
- Ability to understand and follow both written and oral directions.
- Ability to organize and/or provide necessary training and in-service as required by the county.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists consistent with the duties of this position.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Director of services means an employee of a county board who is assigned to direct a department or division.

Immediate Supervisor: Superintendent of Schools

FLSA Status: Exempt

Evaluation: Performance in this position will be evaluated annually by the immediate supervisor and in accordance with WV State Code §18A-2-12, WV State Board Policy 5314, and Pleasants County Schools Policy 6001.

Term of Employment: 261 Days

Salary: Pursuant to WV Code §18A-4-8a
Pleasants County Schools Salary Scale
Commensurate with Experience and Education Level

Expectations / Duties and Responsibilities:

- Plan and implement the pupil transportation system within the regulations established by the appropriate Federal agencies, State of West Virginia, and the Board of Education.
- Manage routes, including Special Education assignments, utilizing appropriate and efficient technology.
- Develop and implement bus routes and procedures for the efficient and safe delivery of students within the school system.
- Manage field trips, both curricular and extra-curricular, adhering to state and county policy.
- Assist in the formulation and administration of policies and regulations pertaining to the pupil transportation system.
- Communicate with Department of Highways, law enforcement agencies, and Emergency Operations Center to determine road conditions.
- Advise Superintendent on school closure decisions and release school delay and closure information to the media through appropriate venues.
- Conduct periodic review and revision of job descriptions pertinent to the Transportation Department.
- Determine appropriate staffing for the student transportation system, including maintaining adequate substitute lists for the Transportation Department.
- Screen applicants for appropriate Transportation Department positions including bus operator and mechanics.
- Provide appropriate training and testing for certification in bus operators.
- Maintain appropriate personnel records for all Transportation Department employees.
- Conduct performance evaluations for Transportation Department employees.
- Work cooperatively with building principals and other County level administrators to resolve student discipline issues related to transportation.
- Organize and execute appropriate programs of in-service education and safety for all employees of the transportation department.
- Work cooperatively with the Safety Director to establish a safety program for the Transportation Department.
- Keep abreast of Federal, State, and County statutes, rules, and regulations related to the Transportation function.
- Oversee a maintenance program for the safe operation of school buses for transporting students.
- Prepare State reports and file insurance and other claims related to the Transportation Department and County vehicle fleet.
- Integrate technology into everyday functions of the department.
- Assists in planning the preliminary transportation budget.
- Prepares orders for new bus purchases.
- Prepares advertisements for sale of buses.
- Facilitates the process of random drug and alcohol tests.
- Assigns extracurricular and co-curricular trips.
- Prepares fuel bids and maintains sufficient fuel supply.
- Attends state and county meetings.
- Rides each bus a minimum of two times every school year for the purpose of evaluating the bus route and the bus driver.

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 multi-media equipment, and use repetitive motions. While

performing the duties of this job, the employee may be required to occasionally push, lift and/or move at least 50 pounds of materials, etc. 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.

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°F, while conducting job and/or accident site inspections. The noise level in the work environment is quiet to moderately loud (20-90 dB).

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.

Perform Other Job-Related Duties and Responsibilities as Assigned by the Superintendent

Amended: December 6, 2016