

## **Transportation: *Personnel:* *Director of Transportation***

### **Duties of Pupil Transportation Director—**

The Pupil Transportation Director will:

1. Provide assistance to the Board in planning, budgeting and forecasting for the pupil transportation system;
2. Assist school officials in school site selection and plant planning;
3. Provide for bus chassis, body, and related equipment procurement;
4. Develop and implement a plan for preventative and on-going equipment maintenance;
5. Recruit, select, instruct, evaluate, and supervise personnel;
6. Route and schedule buses for safe, efficient, and economical transportation service;
7. Assist in the development and implementation of pupil safety education programs;
8. Work with the Superintendent, teachers, transportation personnel, students, parents and public and private agencies to improve their knowledge and the quality of the transportation system;
9. Investigate and report crashes and safety-related incidents using the uniform school bus crash reporting criteria and the standard safety incident investigation process;
10. Investigate reported problems;
11. Maintain records and prepare reports as required;
12. Develop and supervise the implementation of an ongoing evaluation plan for the district pupil transportation system;
13. Implement a drug/alcohol testing program in compliance with federal regulations for persons in safety sensitive positions and for commercially licensed drivers;
14. Establish and ensure appropriate staffing levels;
15. Recommend vehicle and equipment replacement schedules; and
16. Exhibit effective skills in conflict resolution and problem solving.

[National School Transportation Specifications and Procedures Appendix D p. 387 \(May 2015\)](#)

## **Qualifications of Pupil Transportation Director—**

The Pupil Transportation Director shall have a basic understanding of the educational process and the corresponding role of transportation, and shall have the following qualifications:

1. A satisfactory driving record as revealed through checks with the Driver's License Division.
2. A satisfactory work history as verified through professional references.
3. An undergraduate degree, equivalent experience, or industry certification in Education, Business Administration, Management, Transportation, or a related field;
4. Formal instruction in student transportation management, including classroom instruction and field experience or student transportation industry certification;
5. The ability to manage personnel and resources;
6. Basic user-level competency with accounting and word processing software and knowledge of web-based information systems;
7. The ability to communicate effectively with school administrators, teachers, parents, students, bus drivers, law enforcement officials, and others; and
8. Knowledge of state and federal regulations applicable to transportation of students.

[National School Transportation Specifications and Procedures Appendix D p. 388 \(May 2015\)](#)