

GRANT PARISH SCHOOL BOARD

Job Description

TITLE: *Transportation Manager*

QUALIFICATIONS: Must have a Bachelor's degree or higher from an accredited university. Must possess a current CDL and have experience with bus operation and repair. Management experience preferred. Such alternatives to the preceding qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO: Superintendent

SUPERVISES: Transportation personnel

ACCOUNTABILITY: Performance evaluation annually

SALARY: 12 - Month Certified Salary Schedule

TERMS OF EMPLOYMENT: 12 - Month

JOB GOAL: To provide an effective, safe transportation system and coordinate student bus assignments and transfer procedures.

PERFORMANCE RESPONSIBILITIES:

- Hire qualified, capable bus operators and bus aides and substitutes according to criteria established by the state, local board, and superintendent.
- Assume responsibility for growth in student learning.
 - ❖ Develop and meet two yearly performance goals which positively affect student achievement through job responsibilities.
- Establish and control drivers' routes, stops, and schedules.
- Approve the use of buses and drivers for special events and field trips.
- Provide training for bus operators and substitutes.
- Provide a current inventory record of all district vehicles.
- Recommend purchase of materials, supplies, and equipment and the repair of faulty mechanical equipment.
- Coordinate the bus inspection as required by the state and local board.
- Supervise shipping and receiving of materials, supplies, and equipment.
- Manage the warehousing of materials, supplies, and equipment.
- Serve as district point of contact and collect documentation for required bus evacuation drills.
- Maintain accurate and timely records/reports.
- Work with principals in implementing programs, services, and resolving transportation issues.
- Make recommendations regarding transportation.
- Serve as the first point of contact for the district to ensure accuracy of student data for bus routes, student placement, etc.
- Prepare and administer budgets related to transportation.
- Be available when the first bus picks up until the last bus drops off all students.
- Plan, organize, and implement in-service programs and activities for bus operators.
- Ensure that all bus operators receive all required trainings (i.e. ethics, suicide, safety, etc.) and provide appropriate documentation to applicable staff.
- Attend board meetings and answer any questions pertaining to the transportation of students

PROFESSIONAL RESPONSIBILITIES:

- Engage in self-reflection and growth opportunities to support high levels of learning for all students.
- Collaborates and communicates effectively with families, colleagues, and the community to promote students’ academic achievement and to accomplish the school’s mission.
- Maintain professional personal appearance and demonstrate respect for colleagues.
- Attend work regularly; report to work on time; and provide advance notice of need for absence.
- Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
- Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
- Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
- Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
- Keep direct supervisor informed of the progress being made in the area(s) of responsibility.
- Attend meetings and/or staff development that address area(s) of responsibility as directed by supervisor.
- Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district policies and procedures.
- Communicate appropriately and work effectively with all populations.
- Remain open to suggestions and innovative ideas; receive and apply feedback.
- Demonstrate competence in areas of responsibility.
- Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
- Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

While the operation of the Grant Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain actions or behaviors must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one’s education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.

I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.

Employee Printed Name: _____

Employee Signature: _____

Date Signed: _____

Supervisor Signature

Date