**NESHOBA COUNTY SCHOOL DISTRICT**

**JOB DESCRIPTION**

**Position Title:** Director of Transportation

**Reports to:** Superintendent

**Job Goal:** To provide a smooth operating, efficient, and safe transportation system for students to include to and from school and extracurricular activities

**Qualifications:**

Background in transportation, with extensive business experience preferred

A high school diploma and a minimum of four (4) years experience in the transportation field, preferably with two (2) years in a supervisory capacity

**Or**

Two (2) years experience in a supervisory capacity and a master’s degree and endorsement in school administration, from an accredited college or university

A satisfactory driving record with a valid Commercial Driver's License, Class B with a

"P" endorsement and an “S” endorsement

Have a general knowledge of the laws, regulations, and guidelines that govern student transportation, the operations and supervision of vehicular maintenance programs, and of vehicle routing systems and boundary planning.

Duties and Responsibilities

1. Direct, manage, supervise, and evaluate all aspects of transportation operations and fleet maintenance and meet all requirements of the daily instructional program and extra­ curricular activities.

1. Design, develop, implement, and continuously update bus stops and routes to insure the most efficient, economical, convenient, and safe pupil transportation routing system to meet district's needs and accommodate efficiency of operation.
2. Recruit, train, and supervise all transportation personnel and make recommendations on

employment, transfer, promotion, and termination. Certify that all bus drivers meet certification requirements.

1. Resolve issues, concerns, and complaints pertaining to student transportation and act as

liaison with parents for complaints and special requests.

1. Develop and administer annual transportation budget by insuring purchases are in accordance with current laws and procedures and are most economical and efficient.
2. Insure operation of fleet vehicles is in compliance with city, state, and federal law and district policy.
3. Maintain all district-owned transportation equipment and develop plans for preventive maintenance by operating a fleet maintenance and service facility which will insure all vehicles are safe and in the best possible condition.
4. Maintain files, statistical data, and submit required reports to the Mississippi Department of Education.
5. Insure a workable accident prevention program, emphasizing safety of students, vehicle operators, and mechanics; investigate and report all accidents, and maintain accident records.

I0. Insure school bus discipline is carried out to enable safe school bus operation.

1. Develop recommendations for future equipment and personnel needs based on a survey of resident students, distances, and grade levels.
2. Conduct in-service training for all transportation personnel as needed.
3. Notify the administration of the conditions of roads and bridges during inclement weather.
4. Perform such other duties as the administration may find necessary and appropriate, carrying out all assigned duties efficiently, promptly, and dependably.