

# Franklin County Community School Corporation

<b>Job Title</b>	Director of Transportation				
<b>Position Type</b>	<input checked="" type="checkbox"/> full time <input type="checkbox"/> certified <input type="checkbox"/> part time <input checked="" type="checkbox"/> non-certified				

**Job Purpose:** The function of the Director of Transportation is to oversee the safe transport of students.

## Duties:

1. Maintain knowledge of federal and state laws and regulations pertaining to student transportation and fleet administration, including Federal Motor Carrier regulations and policies of the Indiana Division of School Traffic Safety and Emergency Planning.
  2. Establish school bus routes, town stops, and transfers for the safe and timely transportation of students within the geographical areas served by individual schools of the Corporation. Determine the best mode of transportation for all students, including those with special needs, to and from school, interschool activities, and extracurricular, field, and athletic trips.
  3. Conduct background and driver's license checks on all prospective drivers and ensure that all drivers meet the standards set forth by statute and regulation.
  4. Recruit, appoint, and supervise transportation employees.
  5. Prepare specifications, accept bids, and make recommendations to the Superintendent for contracted school bus routes. Provide ongoing supervision of school bus contractors to ensure compliance with all laws, regulations, Corporation policies, and terms of the contract.
  6. Administer the competitive bid process for large purchases such as fuel and school buses.
  7. Administer all aspects of the Corporation's drug and alcohol testing policy, including obtaining and maintaining Supervisor and Designated Employer Representative (DER) certification.
  8. Provide for the proper maintenance of the school two-way radio and on-bus video systems.
  9. Implement a comprehensive training program for new school bus drivers and ongoing training for all drivers, including the annual driver orientation meeting and Annual Safety training from the Indiana Division of School Traffic Safety. Provide appropriate training for school bus aides and for special purpose bus drivers.
  10. Provide for the proper use and maintenance of transportation software and data, including mapping and routing software, trip planning programs, driver databases, etc.
  11. Supervise a year-round school bus maintenance program.
  12. Use effective communication skills to resolve conflicts between parents, students, administrators, drivers, and staff.
  13. Coordinate response and investigation of school bus accidents and incidents. Respond to emergency situations during and after standard hours for the purpose of resolving immediate safety concerns.
  14. Assist the Superintendent by providing information regarding road hazards for decision on school delays/closing in inclement weather.
  15. Other duties as assigned by the Superintendent of Schools

**Skills/Qualifications:**

1. Shall possess at least a high school diploma.
  2. Shall possess/obtain/maintain a “yellow card”.
  3. Shall be proficient with computers and other forms of technology.

4. Shall possess knowledge of state and federal transportation regulations.
5. Shall demonstrate the ability to maintain confidentiality.
6. Shall possess outstanding communication skills (written and verbal).
7. Shall possess skills in conflict resolution.
8. Shall maintain a clean and neat personal appearance.

<b>Evaluated by</b>	<b>Superintendent of Schools</b>
<b>Probationary Period</b>	<b>1 year: The employee shall be evaluated quarterly during the probationary period then annually.</b>