



# Platte County

HOME OF THE PIRATES

Tradition. Pride. Vision.

<b>POSITION TITLE:</b>	Director of Transportation
<b>F.L.S.A.:</b>	Exempt
<b>QUALIFICATIONS:</b>	BS or BA in education, business or related disciplines (MS or higher is preferred) Valid Missouri Certificate or alternatives as the Board might find acceptable. Desire to continue career improvement by enhancing skills and job performance
<b>REPORTS TO:</b>	Assistant Superintendent Personnel & Operational Services
<b>TERMS OF EMPLOYMENT:</b>	Twelve months, salary and work year to be established by the Board of Education. Benefits according to Board policies

**JOB GOAL:** Responsible for the development and operation of the Transportation Department. The primary goal is to oversee the transportation department to follow operational regulations and procedures developed, and that the District complies with all Federal and State regulations and Board of Education policies.

**MAJOR POLICY RESPONSIBILITY:** Accountable for the administration of the fiscal budget; supplies and equipment, safety standards, recommending the hiring of custodial and maintenance personnel and supervision of these programs.

## **ESSENTIAL JOB FUNCTIONS:**

1. Coordinate schedules for the educational field trips.
2. Coordinate with the Assistant Superintendent of Personnel & Operations to recruit, interview, and hire qualified individuals for the transportation department.
3. Assist in the development of assigned work schedules.
4. Assist in the planning and organization of in-service activities.
5. Maintain effective communication with district administrators, staff, students, parents, and community members.
6. Supports building principals in the analysis and solution of transportation.
7. Assists the Assistant Superintendent of Personnel & Operations with the daily decisions regarding the operation of transportation.
8. Participates in the development and periodic reviews of pupil transportation operational rules, regulations, and procedures of the district.

9. Maintain an accurate district map with individual school attendance boundaries.
10. Ability to work to implement the vision and mission of the district.

**OTHER JOB FUNCTION:**

1. Participate in professional conferences, in-service sessions, etc. to keep abreast of current practices.
2. Operates transportation in accordance with Federal and State Department guidelines and local Board of Education regulations and policies.
3. Attends meetings as required.
4. Demonstrate professionalism and appropriate judgment in behavior, speech, dress, and appropriate professional manner for the work setting.
5. Demonstrates effective human relations and communication skills.
6. Complies with good safety practices.
7. Complies with all district rules, regulations, and policies.
8. Performs such other tasks and assumes such other responsibilities as the Assistant Superintendent of Personnel & Operations may assign.