

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Director of Transportation
QUALIFICATIONS:	High School diploma/Bachelor's Degree preferred Supervisory experience; Experience in transportation in a school district preferred
REPORTS TO:	Chief Operations Officer
SUPERVISES:	Transportation Department Personnel

PERFORMANCE RESPONSIBILITIES:

1. Develops and administers a transportation program to meet all the requirements of the daily instructional program and extracurricular activities.
2. Prepares bus routes for Mustang Public Schools.
3. Prepares and updates bus schedules for all public schools in the district.
4. Recruits, trains, and supervises all transportation personnel, and makes recommendations on their employment, transfer, promotion, and release.
5. Supervises maintenance of all district-owned equipment and develops plans for preventive maintenance.
6. Authorizes transportation related purchases in accordance with budgetary limitations and district rules.
7. Maintains safety standards in conformance with state and insurance regulations and develops a program of preventive safety.
8. Cooperates with school principals and others responsible for planning special school trips.
9. Consults with building principals in solving discipline problems occurring on school buses.
10. Develops recommendations for future equipment and personnel needs based on a survey of resident students, distances, and grade levels.
11. Acts as a liaison with parents and principals for complaints and special requests.
12. Conforms to all state laws and regulations regarding school transportation.
13. Completes insurance reports concerning the transportation department.
14. Submits all reports required by state authorities.
15. Advises superintendent on road hazards for decision on school closing during inclement weather.
16. Attends appropriate committee and staff meetings.
17. Assists in the development of student bus transportation regulations, and coordinates the bus transportation video camera system.
18. Abides by all district, state and federal laws, policies and procedures.
19. Maintains confidentiality.
20. Performs other duties as assigned by supervisor.

TERMS OF EMPLOYMENT:

Number of days and compensation based on Board approved support personnel salary schedule and the employee work calendar.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board of Education policy on evaluation of Support Personnel.

PHYSICAL DEMANDS:

Ability to stand, walk, sit, and squat frequently.

Ability to lift up to 20 pounds frequently.

Ability to do outside duties in inclement weather.

Ability to walk or move long distances from location to location multiple times each day.

Adopted: 03-1999

Revised: 02-09-09

Revised: 02-09-15