

**CUMBERLAND COUNTY SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: Transportation Director
Job Class Code: 7902
Pay Scale: per salary schedule

Reports to: Superintendent
Work Schedule: per salary table
Approval Date: June 16, 2016

PERFORMANCE RESPONSIBILITIES

- Organize, plan, direct and implement operations and activities involved in student transportation to assure safe and effective transportation services.
- Plan and direct pre-service and in-service training of bus drivers in cooperation with staff development and safety/security units; provide leadership for development of vehicle safety program.
- Plan and approve transportation route and bus stop locations in cooperation with school principals and other school personnel involved.
- Interview driver applicants; recommend drivers for employment and dismissal.
- Train, assign, direct, review and evaluate work of assigned employees.
- Inspect and diagnose mechanical defects in machines and equipment.
- Communicate with parents, community representatives, local officials and the general public; coordinate communications and information and promote positive relationships.
- Receive and resolve issues, concerns and complaints concerning student transportation services; direct to appropriate personnel and monitor resolution.
- Assist with budget preparation as required; monitor and control budget according to established guidelines.
- Prepare required reports and assure the preparation and maintenance of department records; prepare and deliver oral reports as required.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Education: Any combination equivalent to a high school diploma or G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.

Certification/Licensure: N/A

Experience: N/A

IMPORTANT NOTES

This document provides descriptive information about the aforementioned Cumberland County School District's position. Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Cumberland County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.