

# Director of Transportation

**FLSA Status:** Exempt

**Last Revised:** November, 2016

**DEFINITION:** Manage the District fleet of vehicles, inventory, and other transportation operations of the school district and supervise all transportation personnel. This position is also responsible for all local, state and federal regulatory compliance and reporting.

**RESPONSIBLE TO:** Superintendent

**TERMS OF EMPLOYMENT:** assigned by Superintendent

**PAY RATE:** Refer to Administrative Personnel Salary Schedule

***ESSENTIAL FUNCTIONS: (Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential function(s).)***

1. Create transportation schedule, routing of all district vehicles for instruction and extracurricular needs.
2. Oversee operation of district routes (check for efficiency, set-up, and maintain).
3. Supervise maintenance of district vehicles (comply with state bus inspections).
4. Meet state safety and health regulations (conduct evacuations, etc.).
5. Dispatch drivers and routes.
6. Train new drivers and ongoing training as needed.
7. Screen surplus sales as needed.
8. Office work (purchase order, timesheets, etc.).
9. Write vehicle specification as needed.
10. Design and follow a schedule of preventive maintenance for all district vehicles.
11. Ordering (parts, fuel, supplies).
12. Fill-in as driver when needed.
13. Snow plowing, operate forklifts, loaders, and trucks.
14. Meet with parents and principals.
15. Supervision of all drivers and mechanics.
16. Maintain a fleet vehicle replacement schedule for all busses, staff and utility vehicles.
17. Maintain and track a parts inventory for all District vehicles.
18. Recommend procurement of materials, supplies and equipment for the Transportation Department.
19. Develop and maintains an aggressive safety program, to include enforcement of a safe driver plan.
20. Develop and maintain statistical data to evaluate volume of fuel, fuel efficiency, operating costs per mile, frequency of repairs and other operating costs and statistical information that will help assess and evaluate the operating efficiency and effectiveness of transportation.

21. Evaluate personnel in accordance with the collective bargaining agreement.
22. Develop, maintain and administer a pre-trip inspection routine and preventative maintenance checklist for each vehicle.
23. Interview and recommend persons for hire.
24. Act as liaison with NDE Transportation personnel.
25. Be on-call for and assist with all instance of stranded students, staff and vehicles including those from other districts stranded in our service area.

### **QUALIFICATIONS FOR EMPLOYMENT:**

***Knowledge, Skills, and Abilities: (KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training).***

*Knowledge of:*

- algebra and/or geometry.
- review and interpret highly technical information.
- write technical materials, and/or speak persuasively to implement desired actions.
- analyze situations to define issues and draw conclusions.
- Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; and standard business practices.

*Skill to:*

- operate standard office equipment including utilizing pertinent software applications
- plan and managing projects and programs
- oversee program financial activities
- develop effective working relationships
- prepare and maintaining accurate records
- administer personnel policies and procedures
- budget and cost control.

*Ability to:*

- schedule a number of activities, meetings, and/or events
- gather, collate, and/or classify
- consider a variety of factors when using equipment.
- Flexibility is required to independently work with others in a wide variety of circumstances
- operate equipment using a variety of standardized methods.

- work with a variety of data; and utilize a variety of job-related equipment.
- establish and maintain effective working relationships
- meet deadlines and schedules
- set priorities
- work with multiple projects, frequent interruptions, and changing work priorities
- work with detailed information/data and maintaining accurate records
- Maintain confidentiality.

***Required Certifications and Licenses:***

- Must maintain a good driver record.
- Successful completion of the course provided by the Nevada Department of Education.
- Pass the driving test provided by the Motor Vehicle Department of Nevada.
- Possession of an appropriate and valid Commercial Driver's License (CDL).
- Current Cardiopulmonary Resuscitation (CPR) certificate from the American Heart Association, American Red Cross, or other similar organization. Certification must be maintained for the duration of the assignment.
- Bloodborne Pathogen and Universal Precaution Training

***Experience and Training:***

The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Strenuous physical work including frequent lifting and loading of heavy objects (up to 100 pounds) with proper equipment/assistance, digging, shoveling, raking; physically demanding work for continuous and lengthy periods of time, often combined with bending, twisting, squatting, reaching, and working on irregular surfaces; strength, dexterity, and stamina to stand for long periods and to perform manual tasks using heavy hand and power tools. The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, clients, and customers. Regular and consistent punctuality and attendance. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

***Working Conditions:***

Work is performed under the following conditions:

Most work is performed outside with exposure to extreme weather conditions including heat, rain, snow, cold, and wind. Frequent exposure to noise, dust, fumes, odors, and vibrations. Potential exposure to toxic chemicals and solvents such as herbicides and/or pesticides, paints, and cleaning materials. The noise level in the work environment is often loud. Work will occasionally be performed in confined areas. Work may be performed independently and may be in isolated geographic areas. Frequent interruptions to planned work may occur.

**An Affirmative Action/ Equal Opportunity Employer:**

The Lincoln County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment. Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 728-8000.

**EVALUATION:** Position is evaluated yearly by the Superintendent of Schools

**Employee's Acknowledgment:** I acknowledge that I have read the above job description and have received a copy for my records.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_