

EMPLOYEE NAME: _____

Revised: 2/86; 10/91/ 9/92; 3/93; 5/93; 5/95; 2/96; 9/96; 9/04; 10/12;6/18

JOB DESCRIPTION

POSITION TITLE: Executive Director, Transportation	JOB CODE: 460A	
DIVISION: Operational Support	SALARY SCHEDULE: Prof/Supervisory Support or Annual	
	Central Office Personnel	
DEPARTMENT: Transportation Services	WORK DAYS: 238	
REPORTS TO: Deputy Superintendent, Operations	PAY GRADE: Rank A1 (KX1) or CED (5,6, or 7)	
FLSA: Exempt	PAY FREQUENCY: Monthly	
PRIMARY FUNCTION: To plan, control, and direct the operations of the Transportation department.		

REQUIREMENTS:

1.	Educational Level: Bachelor Degree
2.	Certification/License Required: Valid Georgia Driver's License
3.	Experience: 5 years of high level management experience in a transportation services supervisory or
	educational leadership role to include 3 years minimum pupil transportation experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication
Th	a Poard of Education and the Superintendent may accept alternatives to some of the above requirements

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ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance. 2. Directs all operations and personnel within the Department. 3. Recommends applicants for employment. 4. Supervises and evaluates all personnel in Transportation and Fleet Maintenance. 5. Provides continuous program of training for Transportation and Fleet Maintenance. 6. Enforces all governmental and School District regulations affecting the Department. 7. Maintains working relationships with local, state, and federal law enforcing agencies. 8. Represents the District on business relating to transportation and fleet maintenance. 9. Develops specifications for new buses. 10. Recommends short-range and long-range goals for site improvement, etc. 11. Supervises the Automated Transportation System. 12. Coordinates work of transportation supervisors and the development of school bus routes. 13. Communicates with county engineer concerning safe conditions along bus routes. 14. Assists schools in maintaining safe loading zones at the local school sites. 15. Makes informative presentations to patrons of School District. 16. Prepares annual transportation report for State Department. 17. Prepares and controls the annual budget of the Department. </th <th></th> <th></th>		
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Signature of Employee_____ Date _____