



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

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

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 of Education.
17.	Prepares and controls the annual budget of the Department.
18.	Advises the Executive Director for Auxiliary Services of budgetary items for Department.
19.	Develops procedure for cost accountability.
20.	Visits other transportation and fleet maintenance operations to improve the Department of Transportation and Fleet Maintenance.
21.	Oversees random drug/alcohol selection for CDL holders.
22.	Coordinates countywide field trip operations.
23.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____