



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; 6/20**JOB DESCRIPTION**

<b>POSITION TITLE:</b> Senior Executive Director, Transportation	<b>JOB CODE:</b> 460A
<b>DIVISION:</b> Operational Support	<b>SALARY SCHEDULE:</b> N/A
<b>DEPARTMENT:</b> Transportation Services	<b>WORK DAYS:</b> 238
<b>REPORTS TO:</b> Chief Technology and Operations Officer	<b>PAY GRADE:</b> CZ00/NZ00 (Based on CH66, Steps 27-29)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> 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.	Provides leadership to all of Transportation staff including Fleet Maintenance.
3.	Provides continuous training support to ensure all staff meet required level of knowledge and certifications.
4.	Maintains a working relationship with local, state, and federal agencies to comply with all regulations.
5.	Enforces all government and School District regulations affecting the Department.
6.	Prepares annual transportation report for the State Department of Education.
7.	Communicates with county engineers and school staff to ensure safe conditions along bus routes and pick up/drop off locations.
8.	Coordinates work of transportation supervisors and the development of school bus routes.
9.	Reviews and recommends solutions for moving the Department forward effectively and efficiently in the short-term as well as the long-term needs including buses, communication, and routing software.
10.	Oversees random drug/alcohol selection for CDL holders.
11.	Prepares, reads, and interprets financial reports, spreadsheets and related materials.
12.	Makes informative presentations to patrons of the School District.
13.	Prepares and controls the annual budget for the Department.
14.	Attends Board of Education meetings to assist COO in providing information as it relates to Transportation.
15.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_