

NORTH KITSAP SCHOOL DISTRICT JOB DESCRIPTION

Director, Pupil Transportation Services

Purpose of the Job

The Director of Pupil Transportation Services is responsible for the effective management of the transportation system which provides for safe and economical transportation in support of the school district's instructional and activity programs for students.

Essential Job Functions

1. To plan, coordinate and direct operations of the Transportation Department.
2. To budget, manage, and document cost-effective, economic systems for department personnel, supplies, materials, equipment, and fleet.
3. To provide for the orientation, training, and evaluation of all transportation personnel in order to maintain high standards of safety and operational efficiency.
4. To establish bus routes, bus stops, and time schedules, consistent with Board policy, administrative direction, prevailing laws and codes, and to the greatest degree possible, community expectations.
5. To report to the Superintendent of Schools any deficiency, neglect of duty, disregard of policies or rules, improper conduct, and infractions of the law of transportation personnel. Such actions should be reported whether driving school bus, other school vehicle, or private vehicle.
6. To assist the Superintendent of Schools in determining the operation of school under potential emergency conditions.
7. To supervise all Transportation Department staff.
8. To participate as an effective member of the district management team.
9. Perform other related duties as assigned.

Qualifications:

Education & Experience:

1. Any combination equivalent to graduation from high school and five years of progressively responsible experience in supervising a major phase of a transportation program involving a significant fleet of vehicles.

Knowledge Skills & Abilities:

2. Working knowledge of applicable laws, regulations, and codes.
3. Knowledge of, and ability to, transmit safe driving and preventative maintenance practices.
4. Ability to plan, manage, and evaluate a major program.
5. Ability to recommend for hire, supervise, and evaluate performance of staff.
6. Ability to establish and maintain effective working relationships with school personnel, the public, and public and private organizations.
7. Knowledge of state and federal reporting requirements and ability to prepare and submit same.
8. Ability to plan and manage the department's annual budget.

Licenses, Certificates & Special Requirements:

9. Valid driver's license and transcript of good previous driving record.

Reporting Relationship:

Reports directly to the Assistant Superintendent of Human Resources & Operations

Conditions of work:

Union Affiliation:
NKCASA

FLSA Status:
exempt

Salary Range:
NKCASA

Job #

Job History:
Created: 7/1/84

Immediate Supervisor Date

Assist. Superintendent of HR & Operations Date

This job description is not an employment agreement or contract. District management reserves the right to change this job description at any time without notice