

**Randolph Eastern School Corporation
Transportation Director
Job Description**

<u>Position Title:</u>	Transportation Director
<u>Reports To:</u>	Director of Operations, Superintendent
<u>Supervises:</u>	Bus drivers
<u>Contracted days:</u>	Twelve (12) month position Eight (8) hours/day
<u>Salary:</u>	Salary, benefits, and length of initial and continued employment will be determined according to qualifications, abilities, and experience of the individual employed
<u>Staff Classification:</u>	Non-certified

Qualifications:

- Possess effective leadership, managerial, communication, and organization skills
- Demonstrate knowledge of transportation requirements and procedures
- Possess knowledge and skills to effectively keep and maintain buses in working mechanical condition at all times
- Possess basic computer knowledge for submitting state reports
- Possess a valid Indiana Driver's License
- Possess a Commercial Driver's License (CDL) with an "S" endorsement
- Possess a High School Diploma (or GED)

Job Goal:

The Transportation Director will ensure the safe transportation of the Randolph Eastern School Corporation students. This individual will oversee all aspects of the district transportation program and provide a proactive approach to all transportation needs.

Specific Responsibilities:

- Provide safe and efficient transportation for all students in the School Corporation
- Direct, at the request of the Superintendent, the development of written rules and regulations to carry out the transportation-related functions of the School Corporation
- Establish and oversee bus routes for the School Corporation
- Establish and update bus schedules for the School Corporation and Special Needs transportation
- Maintain safety standards in conformance with state and insurance regulations and develop a program of preventative safety
- Conform to all state laws and regulations regarding school transportation
- Advise Superintendent on road hazards and weather conditions for decisions of school delays and closing during inclement weather
- Supervise and annually evaluate transportation personnel
- Recruit, review, and oversee training for transportation personnel and make hiring recommendations to the Superintendent
- Maintain mandatory drug and alcohol screening program
- Act as a liaison with parents for complaints and special requests
- Assist building principals with solving problems occurring on school buses
- Cooperate with building principals and others responsible for planning special school trips
- Make recommendations on transportation vehicle replacement

- Advertise and receive bus bids, authorize transportation purchases in accordance with budgetary limitations and Corporation rules
- Maintain a coordinated inventory
- Submit all reports as required by state authorities
- Serve as the contact person for transportation and vehicle losses and assist with accident investigation
- Prepare and submit annual budget recommendations for effective and efficient operations of the Transportation Department
- Examine buses and other transportation vehicles on a regular basis for needed repairs and maintenance
- Advise the Superintendent and Director of Operations on hiring contractors to provide major repairs to transportation vehicles
- Arrange for annual bus inspections
- Arrange for substitute drivers
- Oversee all components of the transportation fleet and facilities
- Develop and maintain a preventative maintenance schedule for all buses and maintain a log on each bus
- Work with the Director of Operations to remove snow and ice from school parking lots in preparation for school opening
- Act as the point of contact for after-school and weekend ECA bus trips
- Perform the responsibilities of a bus mechanic and complete regular maintenance on all vehicles
- Perform all other duties as required by the Superintendent.

Additional Benefits:

- Sick Leave – eight (8) days of sick leave per year accumulative to 66 days. Not more than three (3) of these days may be used for personal leave in one (1) year.
- Family Illness Leave – up to five (5) days leave per year for illness-in-the-immediate family with approval of the superintendent or his/her designee. Immediate Family includes: spouse, child, father, mother, grandparent, grandchild, sibling, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, stepchild, step parent, aunt, and uncle. Also, any person(s) domiciled in the employee's home.
- In emergency situations, the employee may request an additional five (5) days for illness-in-the-family. Such requests should be made to the Superintendent of Schools. If approved, this leave will be subtracted from the employee's sick leave. The Board will consider additional written requests in extreme emergency situations on a case by case basis.
- Funeral Leave (Immediate Family) – Up to five (5) days of funeral leave within a period of 30 calendar days following a death in the immediate family with the approval of the superintendent or his/her designee.
- Funeral Leave (Friend) – one (1) day of funeral leave per year to attend the funeral of a friend.
- Term life insurance - All but \$1.00 per year will be paid by the school corporation for a \$35,000 policy.
- Section 125 Benefit
- Employee Retirement: The employee's three (3) percent contribution to the Indiana Public Employee Retirement Fund (PERF) will be paid by the school corporation.
- Severance pay: The school corporation will pay severance pay, providing the employee has 15 years of full-time service in the corporation, in the amount of three (3) hours regular rate pay times one-half of the employee's accumulated sick leave days.
- Hospital, medical, and major medical insurance – Corporation will pay \$3,500 per year towards any Greater Randolph County Insurance Consortium health plan selected by the employee.