

SERIES 500 - PERSONNEL

Support Staff Job Descriptions and Evaluation - 560

Job Description and Evaluation for the Transportation Director (565)

BASIC FUNCTION

The basic function of the Transportation Director is to ensure the needs of the entire transportation department consisting of all busing, school vehicles, route scheduling and transportation personnel are operating efficiently while also mechanically maintaining School District owned vehicles.

REPORTS TO

The Transportation Director shall report to the Superintendent.

RESPONSIBLE FOR

The Transportation Director is responsible for all aspects of the district transportation as listed under the Specific Responsibilities (items A-D) in partnership and under the guidance of the District Administrator while also mechanically maintaining the school district's bus fleet so that the buses pass annual inspections by the Wisconsin Department of Transportation. The Transportation Director will also provide mechanical service and support to vehicles owned and operated by the school district.

SPECIFIC RESPONSIBILITIES

A. Personnel

1. Help recruit, train and license new and prospective bus drivers.
2. Communicate with school district employed bus drivers on specific vehicle problems and operational procedures, and all changes.
3. Schedule all substitute bus drivers and assign drivers for daytime fieldtrips.
4. At the direction of the Superintendent, review daily bus maintenance procedures with school district employed bus drivers.
5. Keep bus drivers informed of district calendar changes/updates.
6. Distribute appropriate paperwork from fiscal office to bus drivers, distribute student verification reports, and monitor time sheet accuracy.

B. Mechanical

1. Perform or schedule preventative maintenance on school district buses, vehicles, and power equipment.
2. Repair, or schedule to repair, mechanical problems with school district buses, vehicles, and power equipment.
3. Repair school district buses as mandated by Wisconsin Department of Transportation inspections.

4. Purchase and order parts.
5. Maintain adequate parts inventory.
6. Purchase and change tires.
7. Manage tire recapping program.

C. Record Keeping

1. Complete necessary requisitions and purchase orders and hand them into the Superintendent.
2. Keep state mandated maintenance, repair and service records on all vehicles.
3. Keep diesel fuel tank storage records.
4. Complete inventory of the bus garage and give a copy of the inventory to the Superintendent by December 31 of each year.
5. Mail mandated paperwork to the Wisconsin Department of Transportation as a result of their annual inspection.
6. Keep, review, and monitor an updated list of routes with current pick up/drop off times that is electronically shared with office personnel.

D. Miscellaneous

1. Schedule Wisconsin Department of Transportation annual school bus inspection.
2. Work with Superintendent in creating specifications in receiving bids for the purchase of a new school bus, and other school district vehicles and equipment as directed by the Superintendent.
3. Contact vendors to sell school district buses or other vehicles.
4. Contact vendors in soliciting bids for diesel fuel.
5. Work with state agencies on inspections of the school district's underground fuel storage facility
6. When asked and if practical, work with the building and grounds crew on the clean-up of metal, wood and any other items that the district needs to dispose of.
7. Maintain safe and clean work area in the bus garage.
8. When necessary, pick up parts from vendors.
9. Complete routing adjustments for new student pick-ups and drop off.
10. Monitor the efficiency of routes or combine/add routes as necessary.
11. Verify district address questions for routing/scheduling or new students or parent requests.
12. Set up drop off/pick up locations for open enrolled students outside of the district.
13. Review/Monitor sports/co-curricular busing locations, cancelations, and rescheduling.
14. Review daily bus schedule and communicate with bus drivers assigned duties.

15. Coordinate bus lineup for end of the school day and park buses appropriately if needed by bus drivers.
16. Train new bus drivers using approved course framework as directed by the District Administrator in compliance with WI DOT.
17. Any other reasonable request of the District Administrator.

EVAULATION OF THE TRANSPORTATION MANAGER & MECHANIC

The evaluation of the Transportation Director will be done annually, prior to May 15, by the Superintendent. The person employed in this position will be evaluated on the duties outlined in this policy, the general employability skills that consist of attendance, attitude, the ability to work with others, and work ethic. A narrative must be written as the evaluation instrument concerning general employability skills. When evaluating the duties outlined in this policy, the Superintendent may write a narrative, or use a rank-order scale to evaluate how the Transportation Director is performing each task listed. If a rank order scale is utilized, the following values will be used to determine employee performance:

5 = Exceptional
4 = Very Good
3 = Above Average
2 = Average
1 = Poor

The Transportation Director will be given an opportunity on the evaluation to write responses to any comments made on the evaluation. Either party involved in the evaluation process may call for a face-to-face meeting over the evaluation. The Transportation Director must return a signed evaluation to the Superintendent within five business days after receiving the evaluation

Adopted: 4/16/07

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8/18/21