

**COLONIAL HEIGHTS CITY PUBLIC SCHOOLS  
POSITION DESCRIPTION SUMMARY FORM**

**TITLE:**                   **DIRECTOR OF STUDENT TRANSPORTATION**

**Salary Range:**       **\$63,748-\$94,103**

**QUALIFICATIONS:**

High school diploma or GED equivalency.  
Current Virginia Operator's License properly endorsed to operate a school bus.  
Demonstrated ability to effectively and properly supervise bus drivers and other employees  
Demonstrated ability to plan effective and efficient bus routes and coordinate transportation services  
Thorough understanding of VA DOE and Federal laws, regulations and rules governing student transportation on buses and in other vehicles  
Demonstrated ability to work effectively with teachers, students, administrators, and parents  
Demonstrated ability to prepare and manage department budget  
Demonstrated ability to create & maintain appropriate records of Department's activities, state reports and payroll related activities  
Ability to express ideas effectively both orally and in written form

**REPORTS TO:**       Assistant Superintendent for Business Services

**JOB GOAL:**        To enable each student in Pre-k -12, through safe and efficient transportation, to take full advantage of the complete range of curricular and extracurricular activities offered by the school division.

**PERFORMANCE RESPONSIBILITIES:**

1.     Plan, organize and implement a student transportation system in accordance with School Board Policies, State Department of Education Regulations, State & Federal Laws.
2.     Recruit, train, supervise and evaluate transportation personnel and make recommendations on their employment, transfer, promotion, and release.
3.     Establish effective and efficient bus routes and extracurricular transportation services including summer school and after school remediation
4.     Coordinate transportation services for Special education students and homeless students in consultation with principals and the Director of Support Services
5.     Coordinate with city mechanics, plan and direct a well-organized, preventive maintenance program for school buses.
6.     Maintain records and other pertinent data for each vehicle & driver.
7.     Order materials, supplies, and equipment.

8. Maintain and develop safety standards in conformance with state and insurance regulations.
9. Plan and conduct in-service training for all transportation employees.

Director of Student Transportation  
Page 2

10. Make periodic and frequent spot checks on school buses while they are in operation.
11. Advise and assist the Superintendent in determining school closures and delays due to road conditions during inclement weather. Notify transportation employees of closures, delays or early school release.
12. Cooperate with principals and sponsors in planning special trips.
13. Assist principals in solving discipline problems at bus stops and on buses.
14. Effectively work with parents to evaluate complaints and special requests regarding bus stops, discipline and other student needs.
15. Prepare and administer annual transportation budget and perform other administrative details such as payrolls, maintenance of stock inventory, and reports required by authorities.
16. Arrange and coordinate periodic inspections of all buses by the State Department of Education.
17. Prepare and file on-line reports and other reports required by the VA DOE and VA DMV.
18. Investigate accidents involving transportation vehicles and recommends appropriate action.
19. Assemble, prepare and keep updated a school bus driver's manual based upon state statutes and school board policies, establishing regulations for transportation personnel in the operation of school buses and cars.
20. Ensure transportation staff understand and implement Public School Bus Law, state administrative codes and local school board policies implemented through the transportation department.
21. Respond to emergency calls after hours and on weekends relating to the transportation program.
22. Perform other duties as assigned by the Assistant Superintendent

**PHYSICAL REQUIREMENTS:** Must be able to pass annual driver medical physical and random drug testing.

Involves physical tasks to include lifting, and may involve operation of equipment such as computer, copier, etc.

**TERMS OF EMPLOYMENT:** Full-time (flexible hours) on a 12 month basis. Director of Transportation Salary Scale set by the School Board. FLSA Exempt status.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the School Board's policy on Evaluation of Personnel.