

BUSINESS AND SUPPORT SERVICES TRANSPORTATION PERSONNEL DIRECTOR OF TRANSPORTATION

CJBA

1. DUTIES OF PUPIL TRANSPORTATION DIRECTOR

The Pupil Transportation Director will:

- A. Provide assistance to the Board in planning, budgeting and forecasting for pupil transportation system;
- B. Assist school officials in school site selection and plant planning;
- C. Provide for bus chassis, body, and related equipment procurement;
- D. Develop and implement a plan for preventative and on-going equipment maintenance.
- E. Recruit, select, instruct, evaluate, and supervise personnel.
- F. Route and schedule buses for safe, efficient, and economical transportation service;
- G. Assist in the development and implementation of pupil safety education programs;
- H. Work with the Superintendent, teachers, transportation personnel, students, parents and public and private agencies to improve their knowledge and the quality of the transportation system;
- I. Investigate and report crashes and safety-related incidents using the uniform school bus crash reporting criteria and the standard safety incident investigation process;
- J. Investigate reported problems;
- K. Maintain records and prepare reports as required;
- L. Develop and supervise the implementation of an ongoing evaluation plan for the district pupil transportation system;
- M. Implement a drug/alcohol testing program in compliance with federal regulations for persons in safety sensitive positions and for commercially licensed drivers;
- N. Establish and ensure appropriate staffing levels;
- O. Recommend vehicle and equipment replacement schedules; and
- P. Exhibit effective skills in conflict resolution and problem solving.

National School Transportation Specifications and Procedures Appendix D p. 387 (2019)

2. QUALIFICATIONS OF PUPIL TRANSPORTATION DIRECTOR

Adopted by Tintic School Board : 02/25/2008
Amended : 11/19/2018, 11/16/2020, 10/17/2022

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The Pupil Transportation Director shall have a basic understanding of the educational process and the corresponding role of transportation, and shall have the following qualifications:

- A. A satisfactory driving record as revealed through checks with the Driver's License Division.
- B. A satisfactory work history as verified through professional references.
- C. An undergraduate degree, equivalent experience, or industry certification in Education, Business Administration, Management, Transportation, or a related field;
- D. Formal instruction in student transportation management, including classroom instruction and field experience or student transportation industry certification;
- E. The ability to manage personnel and resources;
- F. Basic user-level competency with accounting and word processing software and knowledge of web-based information systems;
- G. The ability to communicate effectively with school administrators, teachers, parents, students, bus drivers, law enforcement officials, and others; and
- H. Knowledge of state and federal regulations applicable to transportation of students.

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