

St. Maries Joint School District No. 41
Job Description – Transportation Director
Page 1 of 5

TITLE: Transportation Director

- QUALIFICATIONS:**
1. GED, High School Diploma, or higher;
 2. Minimum of three (3) years successful experience in a comparable School District or similar work experience in a transportation setting;
 3. Possess necessary skills to train and evaluate the Transportation Department personnel;
 4. Possess and demonstrate aptitude for the work to be performed;
 5. Possess the ability to read and implement mechanical and product instructions;
 6. Possess computer experience including knowledge of word processing, spreadsheets, and data processing programs;
 7. Possess excellent verbal and written communication skills;
 8. Hold a valid Commercial Driver's License Class B, Endorsement "P" (Passenger), and Endorsement "S" (School Bus), and pass Air Brake Test;
 9. Complete and pass the Department of Transportation's (DOT) physical;
 10. Complete and pass Department of Transportation's (DOT) drug test; and
 11. Such alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable.

SUPERVISOR: Superintendent of Schools

- JOB GOAL:**
1. To effectively evaluate all School District Transportation Department personnel; and
 2. To ensure that all students, staff, and other ridership who are provided District transportation are transported in the safest and most prudent manner possible.

PERFORMANCE RESPONSIBILITIES:

1. Develop and administer the District's Transportation Department's program, including but not limited to, training personnel, and planning, preparation, and scheduling of all District transportation routes and schedules as well as transportation for extra-curricular activities. Ensure that the necessary staff, equipment and supplies are in place to meet all the District, State, and federal requirements related to public school transportation.
2. Complete the Transportation Department's training program as prescribed by St. Maries Joint School District No. 41 and the Idaho Department of Education.
3. Annually evaluate the District's Transportation program and make recommendations regarding such program.
4. Annually inspect all District bus routes for planning purposes for the upcoming school year, including reviewing and making recommendations related to parent and patron bus route requests.
5. When necessary, safely operate a school bus, adhering to all local, State, and federal policies, procedures, and requirements.
6. Maintain orderly records, including but not limited to:
 - a. Student ridership records;
 - b. Transportation Department staff records;
 - c. Driver and aide attendance logs;
 - d. Employee time cards; and
 - e. Equipment, parts, and supplies inventory (per bus)
7. Assist in the recruiting, screening, and hiring of Transportation Department personnel.
8. Monitor and approve Transportation Department employee time cards and absence reports.
9. Establish employee work schedules and arrange for substitutes when required.
10. Develop and coordinate In-Service training opportunities for Transportation Department employees.
11. Ensure that the Transportation Department is following all safety standards in conformance with State and insurance regulations and develop a program of preventive safety.
12. Supervise and instruct Transportation personnel in the safe, proper, and efficient use of all cleaning and chemical products per state regulations.
13. Supervise and instruct Transportation personnel in the utilization of proper safety equipment, including but not limited to, ear protectors, safety goggles, gloves, etc.
14. Annually evaluate all Transportation employees, utilizing the Board-approved evaluation process.
15. Oversee, prepare, and maintain all required local, federal and State reports, working in conjunction with the District's Business Manager and such records as required by the audit firm and Department of Transportation engaged by St. Maries Joint School District No. 41.
 - IBUS Inspection
 - Odometer Reading
 - Claim reimbursement

St. Maries Joint School District No. 41
Job Description – Transportation Director
Page 3 of 5

16. Timely report all vehicle, student and staff school-related accidents to the District Office and appropriate law enforcement agencies, utilizing proper reporting forms.
17. Assist Building Principals and other District staff with scheduling activities to support extra-curricular activities and special school trips.
18. Effectively work with Building Principals to solve/report/investigate student discipline issues occurring on school busses and observed at bus stops.
19. Prepare the bus routes, rosters, non-safe zones, and turn around zones.
20. Receive and route all telephone calls, e-mail, fax transmissions, text messages, and electronic communications as appropriate.
21. Maintain daily driver attendance log and the accompanying records for substitute drivers and aides in cooperation with the Transportation Director.
22. Maintain employee time cards and absence reports for review and approval by the Transportation Director.
23. Work with District Office personnel to place weekly supply, equipment, and service orders, including the placing of purchase orders.
24. Assist the District Office with identifying Open Enrollment students from other School Districts who are attending St. Maries Joint School District No. 41
25. Work with the Business Manager to create/write the in-lieu of mileage options for parents/guardians/riders.
26. Effectively communicate all issues with Building Principals and Superintendent, students and families.
27. Assist the Business Manager in developing and maintaining an annual budget for the Transportation Department.
28. Possess sufficient personal mobility, agility, strength, and reflexes, with or without reasonable accommodations, which permits the employee to move about and accomplish tasks that require standing or sitting for long periods of time in the Transportation environment.
29. Possess sufficient manual dexterity, with or without reasonable accommodations, which permits the employee to operate all Transportation equipment, including but not limited to, buses, to ensure the proper and safe transportation of the District's ridership.
30. Perform job tasks that require repetitive motions in fingering and hand/write/arm movements. Occasional job-related tasks may require, with or without reasonable accommodations, lifting up to 50 pounds, stooping, kneeling, bending, crouching, pushing, grasping, and reaching.
31. Work independently and with a team to maintain a clean, appropriate, and friendly work environment.
32. Follow oral and written instructions and observe District, State, and federal policies and procedures.
33. Follow all Board-approved policies, safety rules, and regulations.
34. Attend in-services and training sessions.
35. Respect and practice confidentiality both in and out of school with regard to records, activities, and communications relating to all students, parents/guardians, and staff.
36. Perform other duties as may be assigned.

TERMS OF EMPLOYMENT:

This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the District at any time without cause. The “employment period” and other description and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of what type of services will be required by the District so long as employment continues.

Salary/wage, benefits, and work schedule arranged in accordance with St. Maries Joint School District No. 41’s personnel policies.

PERFORMANCE EVALUATION:

Performance of the job will be evaluated annually in accordance with the District’s policy on evaluation of non-certificated personnel.

APPROVED BY:

Board of Trustees

St. Maries Joint School District No. 41 is an equal opportunity employer. Qualified applicants receive consideration for employment without discrimination based on gender, age, national or ethnic origins, race, color, religion or the presence of a non-job-related handicap. Employment is contingent upon the necessary verification and work eligibility.

I have discussed this document with my supervisor and understand that it will be entered into my personnel file in accordance with the provision of Idaho Code 33-518. It is my understanding I may offer a rebuttal to this document that will be attached to the materials entered into my personnel file.

Signature of Employee

Date

Printed Name

Signature of Supervisor

Date

St. Maries Joint School District No. 41
Job Description – Transportation Director
Page 5 of 5

History:

Board Approved:	08/09/2021
Board Approved:	02/12/2024
Board Approved:	06/01/2026