

Department: Transportation

Reports to: Superintendent

FLSA Status: Exempt

Summary: To maintain and organize a transportation department that is efficient while ensures student safety.

Essential Duties and Responsibility: *Others may be assigned*

1. Oversees, schedule and performs repairs maintenance to bus fleet and all district vehicles.
2. Conforms with all state laws and regulations regarding school transportation.
3. Assists in the transportation reports as required by BoE and DESE
4. Assists in the supervision of the bus drivers and all transportation activities.
5. Works with administrators and athletic director in planning transportation to extracurricular activities.
6. Assumes bus route as assigned (Substitute Bus Driver)
7. Plan and adjust bus routes to maintain efficiency
8. Advices superintendent of road conditions for the decision on school closing during inclement weather.
9. Cooperates with principals in discipline and safety issues involving students.
10. Assists in the development of transportation budget for purchase of busses, equipment and supplies.
11. Recruits and oversees the training of bus drivers
- 12 Share in the responsibility of supervision of the transportation building, school vehicles, the maintenance of discipline and order, the safety and well being of all students and the general care of all buildings, vehicles, and equipment at all times.

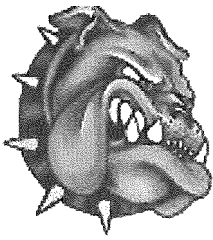
SUPERVISORY RESPONSIBILITIES: Assists the Superintendent in managing all bus drivers and substitute bus drivers. Assists the Superintendent in the overall direct coordination, and evaluation of these people, including interviewing, hiring and training employees; planning, assigning, and directing, appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

EDUCATION and/or EXPERIENCE: Must possess a High School Diploma. Supervisory and budgeting experience needed, also vehicle fleet management experience preferred.

CERTIFICATES, LICENSES, REGISTRATIONS: Must have a valid class B Missouri drivers license with passenger endorsement and other qualifications determined by the Board of Education

EQUIPMENT USED:

- Computers and other office equipment, fueling station, bus radios, and electrical connections for engine block heaters, child seat restraints, and wheel chair lift.



Morgan County R---1 Schools

701 N Oak, Stover, MO 65078

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Bulldog Way"

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WORK ENVIRONMENT:

Within bus garage and parking lot, including in inclement weather.

Must be flexible, able to report to various school sites and when necessary, various shifts or days of the week, including weekends.

This position is very active and requires the physical ability to enable standing, walking, bending, kneeling, stooping, crouching, crawling, climbing and lifting throughout shift.

EVALUATION: Performance of this job will be evaluated yearly on the basis of annual goals.

TERMS OF EMPLOYMENT: Twelve-month employee. Salary to be established by the Board of Education.