

**TITLE:** Director, Transportation Services

**QUALIFICATIONS:**

1. Bachelor's degree.
2. Five years experience in public transportation.
3. Successful experience in management or a senior level administrative position.
4. Demonstrated skill in oral and written communication.
5. Experienced with industry-standard computer applications.
6. Demonstrated ability to work with diverse groups.
7. Such alternatives to the above as the Board and Superintendent may find appropriate and acceptable.

**REPORTS TO:** Executive Director, Support Services

**JOB GOAL:** To ensure that required resources, policies, and procedures provide timely, accurate, efficient, and cost effective transportation services to every eligible student in Lee County.

**ESSENTIAL FUNCTIONS:**

- \*1. Directs preparation of bus routes and schedules to meet District needs efficiently and effectively.
- \*2. Plans and manages the District's transportation budgets.
- \*3. Ensures compliance with District, State and Federal requirements.
- \*4. Directs the inspection, maintenance, and repair of school buses and other District owned vehicles.
5. Supervises assigned personnel, conducts annual performance appraisals and makes recommendation for appropriate employment action.

\*Core Measures

**OTHER RESPONSIBILITIES:**

Performs related work as required. (NOTE: The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to that position.)

**PHYSICAL REQUIREMENT:**

This position requires light work exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Twelve month year. Salary as established by the Board.

**ASSESSMENT:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on assessment of administrative personnel.

Adopted: 12-20-74

Revised: 06-05-90

Revised Board Approval Date: 10-24-2000