

Riverside Local School District

Job Postings/Vacancies
2017-2018 School Year
(Anticipated Resignation)

Date: June 19, 2017

Title: **Director of Transportation**

Responsibilities
and Skills
Required: Please refer to the attached Job Description

Reports to: Respective Building Principal / Superintendent

Terms of
Employment: Administrative Contract: Minimum of two years, maximum of five years.

Funding: Based on Administrative Handbook Salary Scale – General Fund

Limitations: As outlined in District Policy, including but not limited to, Section 1520, and the Riverside Local School District Administrative Handbook.

All requests for consideration should be sent to Mr. James Kalis (James.Kalis@riversideschools.net) and Mr. Charles Schlick (Charles.Schlick@riversideschools.net) by 4:00 p.m. June 30, 2017.

This posting is in compliance with Articles X and XIX of the district's negotiated agreements and O.R.C. Section 4117.08(C)

Job Description Duties and Responsibilities

Position: **Director of Transportation**

Responsible to: Superintendent / Assistant Superintendent
Evaluated by: Superintendent / Assistant Superintendent

Primary Purpose:

To insure a safe and efficient Transportation operation; insure that the maintenance of the school bus fleet and other Board-owned vehicles meets all requirements for safe operation; supervise Transportation Operators, Transportation Assistants, Fleet Technicians, Office Staff; and management of required records and reports in accordance with rules and regulations pertaining to school transportation.

Performance Responsibilities:

1. Establish District school bus routes utilizing computer routing system (Edulog).
2. Maintain and update fleet preventive maintenance program in cooperation with Head Fleet Technician.
3. In conjunction with the Head Fleet Technician, insure that bus fleet is ready for annual/spot inspections by the State Highway Patrol.
4. Assist in compiling information for preparing all State "T" reports per Ohio Department of Education rules and regulations.
5. Maintain computer based departmental files.
6. Maintain confidentiality of information related to employee files.
7. Verify quarterly purchase orders and bills to be paid.
8. Perform routine payroll preparation and submit same for payment.
9. Keep informed of and comply with all state and district policies and regulations.
10. In coordination with office staff, maintain accurate bus route descriptions and revise as necessary utilizing district's computerized routing system.
11. Keep all Transportation staff informed of current rules, regulations, policies, pupil management, safety and public relations issues, utilizing on-going in-service training.
12. Demonstrate dependability by being punctual and present at work.
13. Be readily available before and after working hours for unforeseen emergencies/meetings.
14. Evaluate road conditions within the District before/during inclement weather.
15. Exhibit self-control in decision making and problem solving.

16. Demonstrate initiative by recognizing needs of the job and suggest ways to improve efficiency and productivity.
17. Adhere to the district's safety policies/procedures, and possess knowledge of the Ohio Pupil Transportation Operation and Safety Rules set forth by the Ohio Department of Education.
18. Seek to continue/improve job performance by attending educational workshops/seminars offered by O.A.P.T., O. D.E., and O. A. S. B. O.
19. Have current membership in, or become member, with the Ohio Association for Pupil Transportation (O.A.P.T.)
20. Coordinate extracurricular activity transportation requests with office staff and approve same.
21. Evaluate school bus Operators, Assistants, Fleet Technicians and Office Staff.
22. Assist building administrators on student school bus discipline.
23. Interview and recommend for employment School Bus Operators, School Bus Assistants, Fleet Technicians, Office Staff, and school bus On Board Instructors (O.B.I.)
24. Interview and recommend for substitute employment School Bus Operators and Assistants.
25. Prepare and submit annual update of condition of fleet and recommendations for replacement.
26. Prepare and submit specifications for purchasing vehicles and equipment.
27. Evaluate and submit for approval for purchase all bids for vehicles and equipment.
28. Prepare/coordinate, annual bidding of all school bus routes.
29. Evaluate all department expenditures/appropriations, and maintain yearly Departmental budget.
30. Other duties as assigned by the Superintendent of Schools.
31. Provides critical analysis as needed.
32. Generates written work-product as needed.
33. Reports misconduct or violations of policy or procedure.
34. Must not disrupt the proper functioning of your position or department.
35. Must not undermine the authority of coworkers, supervisors, or superiors.
36. Must maintain close working relationships with coworkers, supervisors, and superiors.
37. Must ensure that official communications are accurate, demonstrate sound judgment, and promote the employer's mission.

38. Must ensure that all applicable laws and regulations are followed. In the event the employee becomes aware of any non-compliance by the District or other staff, the employee is to report such to his/her immediate supervisor (or the next higher level, if the supervisor is responsible for the problem) and maintain the confidentiality of the report so that the problem can be appropriately corrected in the best interests of the District.
39. The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the Riverside Local School District.
40. Must serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
41. Must instill in students the belief in and practice of ethical principles and democratic values.

Signature_____ Date_____