



GRANT COUNTY SCHOOLS
204 Jefferson Avenue
Petersburg, WV 26847
304-257-1011/FAX 304-257-2453

JOB DESCRIPTION

JOB TITLE: Director of Transportation

Supervisor: Superintendent

Qualifications:

- High School Diploma or Equivalent
- Hold or qualify for the following classifications according to WV Code: Supervisor, Bus Operator, and Mechanic
- Transportation Experience with WV County Board, 5 + Years (WV Code 18A-4-8)
- Demonstrated ability to communicate/work cooperatively/effectively with students, staff, parents, and public.
- Demonstrated Ability to efficiently utilize current technology tools such as, but not limited to: Microsoft Office 365 Applications (Ex: Outlook, Word, Excel, PowerPoint), AESOP Substitute Management, Pro-Vision/ bus video hardware/software, WVDE Online reporting, etc.
- Experience with supervision/evaluation of 15+ employees and oversight of corresponding vehicle fleet.
- Additional Minimum Requirements: Applicants who have recent unsatisfactory evaluations will not be considered eligible for consideration; applicants who demonstrate unsatisfactory interview performance are not eligible for consideration; and, applicants who receive unfavorable reference recommendations will not be eligible for consideration.
- Additional Minimum Requirements for Applicants Not Currently Employed: Applicants who have been dismissed or who have had their contracts non-renewed for cause by another school district are not eligible for consideration;
- The ability to perform the job duties and responsibilities of the position as contained in the Job Description, with or without reasonable accommodation

SUPERVISOR/DIRECTOR

WV Code:

Supervisor of Transportation: means a qualified person employed to direct school transportation activities properly and safely, and to supervise the maintenance and repair of vehicles, buses and other mechanical and mobile equipment used by the county school system. After July 1, 2010, all persons employed for the first time in a position with this classification title or in a multi-classification position that includes this title shall have five years of experience working in the transportation department of a county board. Experience working in the transportation department consists of serving as a bus operator, bus aide, assistant mechanic, mechanic, chief mechanic or in a clerical position within the transportation department.

Supervises: Bus operators, mechanics, and other employees assigned to transportation

DUTIES/RESPONSIBILITIES

1. Provides leadership and support in developing, implementing, and maintaining high quality and safe transportation services;
2. Supervises and evaluates school bus operators and mechanics;
3. Coordinates with superintendent and treasurer to manage budgets effectively;
4. Oversees and directs prospective bus operators under guidelines as prescribed by the WVDE and Grant County policies;

5. Arranges for certification of school bus operators, school bus trainers, and equipment;
6. Manages the use of substitute school bus operators, mechanics, and transportation aides;
7. Verifies information such as attendance and payroll submitted by school bus operators and mechanics.
8. Manages the transportation needs of field trips, athletic events, and other activities;
9. Conducts route and bus operators observations for compliance with state and local regulations;
10. Investigates and responds to requests for bus stops and route changes;
11. Coordinates training and staff development opportunities for all bus operators and mechanics;
12. Makes route changes in the event of adverse road conditions or emergencies;
13. Investigates hazardous road and route conditions and reports to the Superintendent;
14. Maintains accurate records of student bus stops and routing information;
15. Acts as the primary radio dispatch communicator;
16. Establishes and maintains professional working relationships with appropriate school personnel;
17. Establishes good public and employee relations;
18. Maintains and upgrades professional skills in order to improve the transportation program;
19. Plans, coordinates, and arranges for the appropriate training of staff including staff development opportunities and safety programs;
20. Develops on-going and long-range vehicle (school buses, county vehicles) replacement schedules;
21. Communicates with other administrators, personnel and outside organizations to coordinate transportation needs;
22. Prepares all required reports and maintains all appropriate records;
23. Ascertains that all buses are inspected as required;
24. Takes responsibility that all buses are kept in safe running condition with repairs being made at the School Bus Garage and/or vendors;
25. Mediates and works to resolve parent and employee concerns;
26. Authorizes purchases in the transportation department within budgetary limitations and according to county guidelines;
27. Investigates any accidents, takes appropriate corrective action, and files all required reports;
28. Monitors enrollment at the schools in order to realign school boundaries for school bus routes;
29. Assists with Comprehensive Educational Facilities Plan;
30. Oversees the use of cameras on school buses;
31. Utilizes current/available technology resources as it relates to any/all duties and responsibilities, when available and appropriate.
32. Remains on call for emergency situations; and
33. Performs duties as assigned by the superintendent.

MECHANIC

WV Code:

Mechanic: a person employed to perform skilled duties independently in the maintenance and repair of automobiles, school buses and other mechanical and mobile equipment to use in a county school system.

Duties/Responsibilities:

1. The head mechanic is responsible for seeing that all buses pass the quarterly inspections by the state inspector.
2. Maintain accurate records of all mechanical work done on each school bus to be presented to the state inspector upon his request.
3. It is the responsibility of the head mechanic to maintain the entire bus fleet in a safe working condition at all times.
4. Keeps the work area in a safe and orderly condition.
5. Is punctual in complying with assigned working hours.
6. Maintains regular attendance.
7. Maintains inventory of shop tools, equipment and parts.
8. Direct all activities pertaining to the operation of the bus garage, mechanical maintenance of all school buses and assistant mechanic.

9. Be able to certify as a bus operator and answer emergency calls both morning and evening of all regular bus operators.
10. Develop a preventative maintenance schedule whereby all school buses will be brought into the bus garage on a regular basis to be check for needed repair.
11. Be responsible for the ordering of necessary parts to repair school buses. (It will be necessary that large purchase orders will be approved by the Director of Transportation).
12. Be able to work under the supervision of the Director of Transportation and carry out the directions of the Director of Transportation.
13. Advises Director of Transportation of the mechanical conditions of all vehicles.
14. Performs West Virginia Department of Public Safety Vehicle Inspection on all school system vehicles.
15. Assists in the training of bus operators by providing technical assistance in vehicle operating procedures and mechanical capabilities of the school bus.
16. Coordinates with the Director of Transportation the scheduling and completion of repairs by outside facilities.
17. Maintains a current working knowledge of bus mechanical systems.
18. Attends the Department of Motor Vehicle Inspection School so as to hold a current inspection license.
19. Participates in county in-service programs related to his area of responsibility.
20. Be able to maintain a friendly relationship and mutual respect for all regular bus operators and assistant mechanic.
21. Maintains a neat and appropriate appearance.

BUS OPERATOR

WV Code 18A-4-8

Bus operator: a person employed to operate school buses and other school transportation vehicles as provided by the state board.

Duties/Responsibilities:

1. Adheres to the Grant County Schools Employee Handbook and the Employee Code of Conduct
2. Ensures appropriate supervision of students
3. Operates the school bus daily in a safe and efficient manner.
4. Other duties as assigned by supervisor. (*Pursuant to WV State Board of Education Policy 4336*)
5. Performs pre/post trip inspections;
6. Learns route, including pick up and drop off locations;
7. Uses fire extinguisher safely;
8. Assists and supervises students with disabilities;
9. Communicates with students, parents, school officials and supervisors;
10. Mops and cleans inside and outside the vehicle;
11. Completes proper paperwork promptly and accurately;
12. Works overtime as needed ;
13. Possess ability to sit for long periods of time;
14. Possess ability to tolerate ill children and clean up from student sickness accidents;
15. Walks from the operator's seat to the rear of the bus;
16. Opens all emergency exits;
17. Installs snow chains on a bus, as needed;
18. Raises the hood of a conventional school bus and checks oil levels and antifreeze levels;
19. Reports any accident or damage to the bus to supervisor immediately;
20. Reports promptly any unsafe road conditions;
21. Removes obstructions from windshield and under wiper blades;
22. Adjusts all outside mirrors;
23. Secures a wheelchair, if necessary;
24. Performs all duties outlined in WV State Board Policy 4336, which is available at <http://wvde.state.wvu.us/policies/p4336.doc> ;
25. Maintains positive work habits;
26. Performs duties efficiently and productively;
27. Maintains and/or upgrades skills;

28. Promotes and maintains positive pupil-staff- community relations;

PERFORMANCE STANDARDS FOR ALL SERVICE POSITIONS

Maintaining positive work habits

1. Observation of work hours.
2. Attendance (in terms of general consistency and reliability - failure to come to work or provide proper notification of absences shall be considered willful neglect of duty)
3. Compliance with rules.
4. Safety practices.
5. Meeting schedules.
6. Accepting change.
7. Appearance of work area.
8. Initiative.
9. Attitude.

Performing duties efficiently and productively

1. Work judgments.
2. Planning and organizing.
3. Quality of work.
4. Accepting responsibility.
5. Following instructions.
6. Efficiency under stress.
7. Work coordination.

Maintaining and/or upgrading skills

1. Knowledge of work.
2. Job-related training.