

**North Wasco County School District**  
**Job Description – Director of Transportation**

---

**Title:** Director of Transportation  
**Classification:** Administrative  
**Reports To:** District Superintendent/Designee  
**Work Year** 240 Days/Year

**Job Purpose Statement/s**

The Director of Transportation will plan, organize, and supervise all operations of the Transportation Department to assure the safe, timely, and efficient movement of students. In addition, the Director will see that there is effective repair and maintenance of all transportation equipment and hauling services.

**Job Qualifications & Experience:**

- High School Diploma. College or related technical/mechanical degree encouraged.
- Experience in transportation management at the K-12 level.
- Extensive knowledge of transportation equipment, vehicles, and mechanical repair/maintenance.
- Must have valid CDL (Class B) or higher commercial license with passenger endorsement at time of hire.

**Skills, Knowledge and/or Abilities Required:**

- Establishes and/or determines bus driver routes and bus stops for the purpose of increasing safety, decreasing costs, or better serving the students and/or the district.
- Coordinates activity, co-curricular and other special routes and bus requests for the purpose of providing after-school and field trip buses to various activities.
- Evaluates personnel for the purpose of ensuring that standards are achieved and performance is maximized.
- Investigates weather and road conditions for the purpose of assisting with decisions regarding school delays and/or closures to the administration.
- Inspects bus routes for the purpose of ensuring that buses are able to travel safely during poor weather conditions.
- Prepares various documents, (e.g. cost estimates, budgets, ODE reports, time studies, productivity, evaluation reports, bus replacement schedules, etc.) for the purpose of providing necessary information to state/federal agencies and appropriate district personnel.
- Schedules and presents various programs and training on bus driving regulations, techniques, and student control procedures.
- Recommends new hires, promotions, terminations, and transfers for the purpose of maintaining staffing needs and productivity of the work force.
- Works effectively with vendors in obtaining quotations for the purpose of providing cost information, making purchases, and securing items.
- Supervises assigned personnel for the purpose of ensuring that departmental work goals are achieved.
- Ability to collaborate with parents, school staff, and students in transportation related issues.

**Other Job Functions:**

- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- **Participates** in a program of continued professional development for the purpose of acquiring and maintaining the skills and information necessary for successful management of the department.

- **Develop** goals for the Transportation Department at the beginning of each school year for the purpose of ensuring that standards are achieved and performance is maximized.
- **Attends** various meetings (e.g. trainings, hearings, risk management and safety) for the purpose of addressing liability concerns, providing and receiving information.
- **Performs** other duties as may be required by the superintendent or business manager for the purpose of assisting them in the management of the district.
- **Drive** a route in situations where subs may not be obtained

**PHYSICAL REQUIREMENTS:**

- In an eight-hour day employee may:
 

a. Stand/Walk	<input type="checkbox"/> None	<input type="checkbox"/> 1-4 hrs	<input checked="" type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 6-8 hrs
b. Sit	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input checked="" type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs
c. Drive	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input checked="" type="checkbox"/> 5-8 hrs
- Employee may use hands for repetitive:
 

<input checked="" type="checkbox"/> Single Grasping	<input checked="" type="checkbox"/> Pushing and Pulling	<input checked="" type="checkbox"/> Fine Manipulation
---	---	---
- Employee may use feet for repetitive movement as in operating foot controls:
 

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
---	-----------------------------
- Employee may need to:
 

a. Bend	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
b. Squat	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
c. Climb Stairs	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
d. Lift	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
- Lifting:
 

<input type="checkbox"/>	Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
<input type="checkbox"/>	Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
<input checked="" type="checkbox"/>	Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
<input type="checkbox"/>	Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
<input type="checkbox"/>	Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

**Mandatory Child Abuse Reporting:** As mandatory reporter (ORS.419b.010) you are required to immediately report to Law Enforcement and or Department of Human Services, any instances of suspected child abuse.  
 I have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Employee Signature

\_\_\_\_\_  
 Date