

TRANSPORTATION DIRECTOR

The Transportation Director, under the direction of the Superintendent, shall be responsible for providing safe and dependable transportation for all students and staff of the Benton School District and for supervising transportation operations.

Specific Responsibilities

1. Make recommendations to the Assistant Superintendent for Human Resources/Administrative Services concerning transportation personnel.
2. Direct, supervise, and evaluate all appropriate transportation personnel—i.e.: mechanics, mechanic helpers, bus drivers, bus aides, etc.
3. Direct all mechanics and bus drivers in training, in-service requirements, state regulations, licensing requirements, and documentation procedures.
4. Check routes for road conditions—potholes, tree limbs, brush, blind curves, and other safety hazards.
5. Inform drivers of daily accidents on route roads.
6. Oversee installation of proper devices to keep students safe.
7. Assign stop points on routes to the safest pick up and drop points.
8. Develop and implement rules for proper passenger conduct.
9. Oversee the maintenance of district vehicles.
10. Supervise district vehicle inspections so that all state transportation laws are adhered to.
11. Assign all bus routes and bus trips.
12. Work with administrators and parents while developing bus routes.
13. Provide yearly bus route updates to the Assistant Superintendent for Human Resources/Administrative Services.
14. Supervise the maintenance of vehicles, storage, office, bus yard, and adjacent grounds to insure a clean, professional environment at all times.
15. Fuel buses and monitor fuel tanks.
16. File all pertinent records and documentation dealing with any aspect of the Transportation Department. Provide copies of all personnel records and/or documentation to the Assistant Superintendent for Human Resources/Administrative Services.
17. Provide copies of any important records to the Assistant Superintendent for Human Resources/Administrative Services.
18. Make the Assistant Superintendent for Human Resources/Administrative Services aware of any physical plant, equipment, or vehicle repairs.
19. Make recommendations for vehicle replacements or additions to the Assistant Superintendent for Human Resources/Administrative Services.
20. Perform other duties as assigned by the Superintendent.