



**Job Title:** Director of Transportation  
**Department:** Transportation & District Office  
**Reports To:** Executive Director, Human Resources  
**FLSA Status:** Exempt  
**Salary Schedule:** AA lane 05

## **SUMMARY**

The Director of Transportation is responsible for providing leadership and support by designing and implementing a transportation plan to ensure safe, timely, and efficient transportation of WCSD students. The Director administers a transportation budget, develops safety standards and ensures compliance with all applicable laws governing pupil transportation and vehicle repair, and directs the operation and maintenance of all school buses, vehicles, and transportation equipment. The Director of Transportation works closely with the Transportation Coordinator to oversee the daily operations of the Transportation Department and training of personnel.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Oversees the bus system that moves students to and from school each day. Serves as the liaison for administrators and parents.

Develops and implements WCSD Board policies, procedures, and guidelines as they relate to the Transportation Department.

Provides information to the public and employees by responding to concerns of the community and disseminating communications to personnel as required.

Supports the Human Resources Department in the employment and dismissal of personnel; to assist in the interpretation of personnel policies; and to assist in the designation of salary and other benefits for the personnel in the Transportation Department.

Works closely with the Transportation Coordinator to provide leadership and direction in the development and implementation of in-service and staff development programs to meet state and district laws and regulations.

Ensures that proper reports are prepared, distributed, and filed with district administration, the Utah State Board of Education, state and federal agencies, as required by laws and regulations.

Prepares, monitors, and manages allocated budgets for the Transportation Department.

Ensures routes and schedules are developed to provide safe, timely, and efficient transportation for the students of the school district.

Monitors programs to ensure compliance with state and federal regulations.

Coordinates with WCSD personnel and the Utah State Board of Education on matters pertaining to the Transportation Department.

Ensures the implementation of short and long-range planning procedures relating to the Transportation Department that include development, implementation, accountability, management, and evaluation.

With the assistance of the Transportation Coordinator, monitors the general operations of transportation including, training, routing, white fleet and bus maintenance.

Keeps abreast of current developments in transportation through participating in local, state, and federal training programs and organizations.

Keeps current professionally by using current information, publications, and trainings, on transportation best practices.

Determines best practice in fleet inventory to improve services and decrease expenses.

Conducts regular spot checks and inspections to ensure that all applicable safety requirements are being met.

Directs preparation and retention of general operations records and reports.

#### **SUPERVISORY RESPONSIBILITIES**

This job has supervisory responsibility over the employees assigned to the Transportation Department.

**KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to direct and manage operations of a large fleet of vehicles.

Knowledge of energy management and vehicle repair and maintenance.

Ability to manage department budget and personnel. Ability to implement policy and procedures.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from employees, regulatory agencies, administrators, students, or members of the community. Ability to write policies and procedures for publication that conform to prescribed style and format. Strong written and oral communication skills. Strong presentation and interpersonal skills.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

**EDUCATION and/or EXPERIENCE**

Bachelor's Degree with two to four years of related experience or training; or a significant amount of specific experience and/or training in public school administration or public school transportation; or equivalent combination of education and experience. Related supervisory experience in public school districts preferred.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Must hold and maintain the Utah Certified Pupil Transportation Instructor Certification. Must hold and maintain a Utah Commercial Driver’s License.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee is frequently required to sit. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. The employee is frequently exposed to fumes or airborne particles, outside weather conditions, and vibration. The employee is occasionally exposed to toxic or caustic chemicals, extreme cold, extreme heat, and risk of electric shock. The noise level in the work environment is usually loud such as mechanical equipment and vehicle operations.

Prepared By: <b>Business Administrator</b>		Date: <b>7/7/2005</b>
Approved By: <b>Executive Director, Human Resources</b>		Date: <b>7/7/2005</b>
<input type="checkbox"/> Review <input checked="" type="checkbox"/> Revised	By: <b>Exec Director of Physical Facilities &amp; Secondary Education</b>	Date: <b>10/29/2015</b>
<input type="checkbox"/> Review <input checked="" type="checkbox"/> Revised	By: <b>HR Position Management Specialist</b>	Date: <b>06/07/2017</b>
<input type="checkbox"/> Review <input checked="" type="checkbox"/> Revised	By: <b>Assistant Director, Human Resources</b>	Date: <b>11/07/2019</b>
<input type="checkbox"/> Review <input checked="" type="checkbox"/> Revised	By: <b>Superintendent</b>	Date: <b>08/03/2023</b>

**EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:**

*By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.*

Print Name:	Date:
Employee Signature:	