

Job Description

Title: **Transportation Manager**

Reports to: Associate Superintendent for General Administration

General Summary: Manages all aspects of the District's transportation services for both regular education and special education services.

Essential Functions:

1. Plans, implements and monitors transportation routes and schedules.
2. Develops and manages the transportation budget.
3. Assists parents, students and staff with transportation related matters.
4. Prepares required state reports related to both regular education and special education transportation services.
5. Prepares reports and make presentations to the District's board and administration as requested.
6. Manages the maintenance of the District's transportation vehicles.
7. Manages contracted transportation services.
8. Assists in the recruitment, selection and assignment of District transportation personnel.
9. Supervises and evaluates District transportation personnel.
10. Performs any other services necessary for the proper management of the District's transportation programs for both regular education and special education students.
11. Performs other duties as directed by the Associate Superintendent for General Administration.

Special Requirements:

		Occasional	Frequent	Constant
		0 - 32%	33 - 66%	67% +
1.	Standing			x
2.	Walking			x
3.	Sitting			x
4.	Lifting 15-20 lb.....			x
5.	Carrying 50 feet.....			x
6.	Pushing / Pulling			x
7.	Climbing / Balancing.....			x
8.	Stooping / Kneeling / Crouching / Crawling.....			x
9.	Reaching / Handling.....			x
10.	Speaking / Hearing			x
11.	Seeing / depth perception / color.....			x

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor and building principal.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Millard Public Schools
 Revised: October 2003; February, 2014