

- I. The transportation director shall:
  - A. Be under the direct supervision of the district administrator.
  - B. Maintain a confidential working relationship with the district administrator.
  - C. Contribute to the smooth and efficient operation of bus transportation and maintain a positive relationship with drivers, parents, and business representatives.
  
- II. The transportation director shall be responsible for the management of the district's fleet of vehicles and shall:
  - A. Recruit, interview, evaluate, and train bus drivers and substitute bus drivers.
  - B. Assure that proper substitute drivers are provided for the various routes or other trips, as needed.
  - C. Assure the scheduling of buses and drivers for extra-curricular activities.
  - D. Assist the district administrator with road checks and decisions related to operating the buses during inclement weather.
  - E. Alert radio stations whenever buses are running late due to inclement weather or bus breakdowns.
  - F. Establish bus routes, develop district maps, create maps of the routes, and assign drivers to the routes.
  - G. Complete the processing of timesheets, mileage reports, and all other required state and local reports.
  - H. Provide assistance for student conduct and discipline in accordance with school district policies.
  - I. Give safety classes to kindergarten and pre-kindergarten classes.
  - J. Remain knowledgeable of current laws and practices and conduct periodic transportation department meetings to discuss problems, changes in laws and regulations, and other pertinent matters.
  - K. Make recommendations to the district administrator and Board of Education regarding the replacement and purchase of school vehicles.
  - L. Establish an efficient and effective system of routine vehicle maintenance and preventative care.
  - M. Arrange appropriate inspections of the buses.
  - N. Schedule and conduct periodic emergency and disaster drills as required and/or recommended by law.
  - O. Execute all board policies related to pupil transportation.
  - P. Establish and maintain a drug and alcohol-testing program required by federal law.
  - Q. Maintain a record of all service performed in fleet vehicles as required by law.
  - R. Maintain a supply and inventory of all fast-moving service parts, oils, greases, anti-freeze, chemicals and cleaning supplies.
  - S. Maintain an inventory of school-owned equipment.
  - T. Provide a reasonable supply of personal tools and keep all school-owned equipment in good condition.
  - U. Promote high standards of safety and good housekeeping methods in the garage.

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- V. Drive school bus when needed. Also transport individual students when necessary.
- W. Work with and supervise the mechanic in determining when to contract with outside services for repairs on district vehicles and equipment (school buses, vans, cars, tractors, lawn mowers, etc.) that the staff is not able to handle, including major overhauls of engines, transmissions and differentials.

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