

WENTZVILLE R-IV SCHOOL DISTRICT

Position Description

Position Title: Assistant Director of Transportation

Reports To: Director of Transportation or Designee

SUMMARY

To assist the Director of Transportation in managing the operation of the Transportation Department.

QUALIFICATIONS/REQUIREMENTS

The Assistant Director of Transportation shall have a minimum of three years of supervisory experience in transportation, preferably with public school districts. Must possess a valid MO CDL with Passenger & School bus endorsements or have the capability to obtain within six months of employment, and can pass the District's mobility test. He/she shall possess the ability to manage personnel, implement policy and procedures, interpret data, and possess strong organizational communication, and interpersonal skills.

ESSENTIAL JOB DUTIES

- Collaborate with the Director of Transportation to develop and implement transportation policies, procedures, and operational plans.
- Assumes operational leadership of the department in the absence of the Director.
- Supervise and evaluate transportation staff.
- Assist with staff and or student investigations.
- Ensure the efficiency and safety of routes and bus stops.
- Oversee and monitor contractor compliance for student transportation-related services.
- Oversee activity trips.
- Prepare mileage and ridership reports for State reimbursement and Audits.
- Plan and organize professional development and training activities.
- Assist with recruiting and hiring bus drivers and aides.
- Drive routes/trips as needed.

OTHER DUTIES AND RESPONSIBILITIES

Perform other related duties as assigned by the Director of Transportation or designee.

ADA COMPLIANCE

The essential functions contained in this job description comply with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

Salary and work year to be in accordance with the current pay plan and District Policy.

EVALUATION

Performance in this position will be evaluated annually in accordance with the provisions of the Board's Policy.

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