

**JOB DESCRIPTION**

**TITLE:** Manager of Transportation & Maintenance

**QUALIFICATIONS:** Bachelor's Degree, or higher level degree, in business, construction management, or education. Three or more years successful work experience in areas listed above preferred but not required. Must have general mechanical knowledge of vehicles, tools, machinery, and equipment related to school system operations, building construction, and crafts such as carpentry, plumbing, electricity, welding, etc

**GOAL:** To manage an efficient and safe transportation and maintenance operations system to include approving work projects and assignments, following approved standards, guidelines, procedures and policies established by the board of education. Coordinates program needs and assessments with other department heads and school administrators.

**SPECIFIC RESPONSIBILITIES:****A. Contacts and relationships****1. Supervisory****a. Supervision received**

1. Directly: Superintendent
2. Indirectly: N/A

**b. Supervision exercised**

1. Directly: Bus drivers, transportation maintenance personnel, and employees in maintenance operations.
2. Indirectly: N/A

**2. Organizational****a. Internal**

1. Continuous contact with the superintendent, bus drivers, transportation maintenance personnel, and other maintenance employees
2. Frequent contact with principals, central office personnel, cafeteria managers
3. Occasional contact with personnel director and business manager

**b. External**

1. Continuous contact: N/A
2. Frequent contact with vendors and parents
3. Occasional contact with SDE and law enforcement agencies

**B. Functions****1. Planning**

- a. Plan program of self-improvement and professional growth
- b. Prepare transportation purchase requisitions for materials, supplies, and equipment for processing by the business department
- c. Plan in-service programs and activities as mandated by the LEA and SDE for permanent and substitute bus drivers and maintenance employees
- e. Prepare annual budget requirements for transportation and maintenance operations for processing by the business department
- f. Make recommendations to the superintendent for policy changes concerning school bus transportation and maintenance operations

- g. Develop rules and regulations for students enroute to and from schools in school vehicle(s).
- h. Plan manpower allocations for all maintenance work within the parish
- i. Establish maintenance standards and frequency of maintenance checks

## 2. Implementation

- a. Participate in workshops and conferences pertaining to transportation and maintenance services
- b. Administer in-service training programs for permanent as well as substitute bus drivers and maintenance employees
- c. Assist school bus drivers with discipline problems incurred while enroute to and from school
- d. Accumulate and submit statistical data and accounting reports upon request
- e. Refer vacancies to the superintendent and personnel office
- f. Interpret school programs involving school bus transportation to the community
- g. Make replacement cost versus repair cost decisions on damaged and or broken equipment
- h. Inspect buildings, equipment, and premises on regular basis and report findings to superintendent
- i. Refer personnel manpower needs and vacancies to personnel office
- j. Distribute supplies and materials to school sites.
- k. Procure vendors for service(s) needed beyond the expertise and ability of maintenance crew
- g. Perform all other duties as required

## 3. Control

- a. Maintain accurate records for audit
- b. Conduct inspections of bus routes to insure safe transportation of pupils
- e. Make recommendations for improvement in the transportation and maintenance operations
- f. Evaluate work performance of school bus drivers, maintenance employees and central office custodians for subsequent recommendation to the superintendent
- e. Maintain and monitor necessary transportation and maintenance operations financial records for audit compliance

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Employee's Signature

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Date