

# HORTONVILLE AREA SCHOOL DISTRICT

**Title:** Director of Transportation

**Date Adopted:** 7/3/1987

**Policy No.** 9001

**Date Revised:** 7/24/1995

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## **Policy Statement:**

The position of Director of Transportation exists to organize and coordinate the school bus transportation system. The position is responsible to the District Administrator and the Board of Education. The task is to arrange, direct and supervise all aspects of the transportation services of the school district.

## **Rationale:**

## **Scope:**

**Responsibility:** The District Administrator and Board of Education

## **Implementation:**

The position shall include all of the duties listed but not necessarily limited to the following:

- a. Employ, direct and evaluate the school bus drivers. Evaluate the overall operation procedures of the vehicle by the driver, either by riding the various bus routes and/or by following in a car to audit performance. Check safety practices of driving, loading and unloading of students and to record actual mileage of routes.
- b. Be responsible for providing the District Office with a personnel file for each driver that shall include an application blank, evaluation reports, motor vehicle department exam reports, contracts and other communications.
- c. Plan and assign all regular routes for maximum efficiency to minimize cost per student and cost per mile. Also assign activity routes, extra-curricular trips, special education transportation and assign transportation for transfer students.
- d. Monitor bus maintenance, report costs and recommend changes. Prepare annual report of transportation activities to Board of Education which shall include:
  - miles/gal/bus
  - maintenance/bus/year
  - average student carried/day
  - miles driven annually/routes
  - number of complaints handles
- e. Establish a preventive maintenance program for all buses and assure that all drivers and repair services comply. Supervise bus tire inspection and changes and record tire mileages. Arrange and assist with the Motor Vehicle Department school bus inspection procedures. Maintain a file for each bus that describes the repair and maintenance performed.
- f. Provide a training and safety program for new and presently employed drivers. Initiate programs that will provide in-service training on safety related practices.
- g. Investigate parent and student concerns relating to bus problems, document action and resolution.
- h. Initiate and keep all records as required by the school administration. Be responsible for filling out the annual Department of Public Instruction fall report. Assist with the reporting of passengers and costs for the annual school district report.
- i. Work with administration in negotiating driver salaries and fringe benefits and/or developing private bus contracts.
- j. Perform maintenance on buses that does not require special tools.
- k. Audit and record bus procedures and driver performance practices.

President Bill Murphy

Date 12/10/07

Clerk Marv Oby

Date 12/10/07