



ADAIR COUNTY R-I SCHOOL JOB OPENING

Position Title: Transportation Director/Maintenance

Reports To: Superintendent

SUMMARY: To enable each student through safe and efficient transportation, to take full advantage of the complete range of curricular and extracurricular activities offered by the Adair County R-I School District. The position will also include assisting the custodial staff with building maintenance.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Assists in the day to day operations of the transportation department
- Conforms with all state laws and regulations regarding school transportation
- Prepares and submits pupil transportation reports as required by the BOE and DESE
- Oversees the transportation department and transportation of activities
- Cooperates with district administrators in planning special school trips
- Cooperates with building principals in discipline and safety issues involving students
- Plan and adjust busing routes to maintain efficiency
- Ensures adequate driver and mechanic scheduling to maintain standards
- Administers student bus transportation for building and extra curricular activities
- Assists with payroll for transportation employees
- Oversees and schedules maintenance and repair of all district vehicles and transportation buildings
- Advises Superintendent on road hazards for decision on school closing during inclement weather
- Assists in the development of budgets for purchase of buses, equipment and operation supplies
- Recruits drivers and oversees the training of bus drivers
- Share the general responsibility of supervision of the buildings and school vehicles, the maintenance of discipline and order, the safety and well being of all students, and the general care of all buildings, vehicles, and equipment at all times.
- Assist with building maintenance during the school day and summer months.
- Work with other custodial and maintenance staff to share responsibilities to maintain a well kept campus.

SUPERVISORY RESPONSIBILITIES: Responsible for managing all bus drivers, and substitute bus drivers. Is responsible for the overall direct coordination, and evaluation of these people, including interviewing, hiring and training employees; planning, assigning, and directing, appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Responsible for

the overseeing of mechanical upkeep including working with outside vendors and mechanics. The person that fills this job should have general mechanic experience and know how to perform upkeep on buses and other school owned vehicles.

EDUCATION and/or EXPERIENCE: Must possess a High School Diploma and vehicle fleet management experience is preferred. The person that fills this job should have general mechanic experience and be equipped to perform upkeep on buses and other school owned vehicles.

CERTIFICATES, LICENSES, REGISTRATIONS: Must have a valid class B Missouri drivers license with passenger endorsement and other qualifications determined by the Board of Education

EVALUATION: Performance of this job will be evaluated on the basis of annual goals.

TERMS OF EMPLOYMENT: Twelve-month employee, Insurance Provided. Salary to be established by the Board of Education.

Please submit application, resume, and letters of reference to :

Mrs. Robin Daniels, Supt.
Adair County R-I School
600 Rombauer Ave
Novinger, MO 63559

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