

**School District of Phillips  
Job Description**

<b>Position Title</b>	<b>Date Revised</b>	<b>Board Policy</b>
Transportation Manager	8/16/2021	242

**Immediate Supervisor:** Superintendent

**BASIC FUNCTIONS AND RESPONSIBILITIES**

Under the direction of the superintendent, the lead driver is responsible for directing the daily operations of the transportation department to assure safe and efficient pupil transportation in support of the district's instructional and activity programs for students.

**ESSENTIAL JOB FUNCTIONS:**

- Provide day-to-day leadership to the transportation employees
- Monitor daily operations to assure that work is performed efficiently and in accordance with appropriate regulations, policies, procedures and guidelines.
- Light maintenance of district fleet and determination of work needing to be done by service providers
- Establish and maintain positive customer relationships with parents, schools, and students
- Securing new buses or vans and other equipment necessary for safe student transportation
- Maintain inventory of parts and supplies and submits requisitions to district office for supplies needed.
- Maintain driver records, DOT physical cards, special education transportation logs, and drug test appointments
- Provide district office with monthly student ridership list for annual transportation report
- Fill in as a bus driver in emergency situations
- Annual evaluation of employees (????? - lead driver or superintendent)
- Manage payroll and absence reporting paperwork
- Participate in hiring process and training new personnel
- Summer work project scheduling
- Prepare district fleet for annual inspections

**QUALIFICATIONS, TRAINING AND EXPERIENCE:**

- Must possess strong supervisory and human relation skills
- Meet all of the State of Wisconsin DMV requirements regarding licensing of school bus drivers.
- Have an understanding of scheduling personnel, bus routes, and equipment use
- Associate degree in Supervisory Management or related technical area
- Possess the ability to work harmoniously with people.
- Possess the personal characteristics necessary for successful association with children of various age levels.
- Be willing to accept and follow all reasonable work requests made by supervisors and/or administrators.
- Possess the qualities of reliability, honesty, and promptness in performing duties.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

*Adopted: 8/16/2021*