

**South Tippah School District**  
**Transportation Director/STSD Alternative School Coordinator**  
**Job Description**

**Qualifications - Transportation:**

Mississippi Administrator Certification (Preferred)  
A satisfactory driving record with a valid Commercial Driver's License, Class B with a "P" and "S" endorsement  
Education Experience (Preferred)  
Ability to manage personnel and communicate effectively  
General knowledge of laws, regulations, and guidelines governing student transportation

**Qualifications – Alternative School Coordinator:**

Serves as go between for South Tippah and the NASTUC Alternative School  
Flow through for assignments for STSD students and NASTUC Alternative School  
Supervises student transportation to and from NASTUC

**Reports To:**

Superintendent

**Supervises:**

Bus Drivers  
Bus Mechanics  
Bus Shop Employees

**Job Goal:**

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 district's schools.

**Performance Responsibilities:**

1. Conforms to all state laws and regulations regarding school transportation.
2. Maintains safety standards in conformance with state and insurance regulations and develops a program of preventive safety.
3. Recruits, trains, and supervises all transportation personnel, and make recommendations on their employment, transfer, promotion, and release.
4. Advises the Superintendent on road hazards for decision on school closing during inclement weather.
5. Cooperates with school principals and others responsible for planning special school trips.
6. Develops and administers a transportation program to meet all the requirements of the daily instructional program and extracurricular activities.
7. Prepares bus routes for all public schools in the district.
8. Prepares and updates bus schedules for all public schools in the district.
9. Attends appropriate committee and staff meetings.
10. Prepares and administers the transportation budget.
11. Authorizes purchases in accordance with budgetary limitations and district rules.
12. Approves and forwards transportation service invoices to accounting department.
13. Maintains all district-owned equipment and develops plans for preventive maintenance.
14. Completes and dispatches insurance reports.
15. Submits all reports required by state authorities.

16. Takes an active role in solving discipline problems occurring on school buses, and recommends solutions to the principal.
17. Act as liaison with parents for complaints and special requests.
18. Reviews annually the advisability of a district-owned transportation system.
19. Develops recommendations for future equipment and personnel needs based on a survey of resident students, distances, and grade levels.
20. Evaluates transportation personnel and make recommendations on employment.
21. This job requires night accessibility and availability when busses are transporting students either to school or activities.
22. Maintain cameras on busses to make sure cameras work.
23. Perform background checks for all new South Tippah School District employees.
24. Maintain file on each district bus to keep a good record of work needed on busses.

**Terms of Employment:**

Salary and work year are determined by the Board.

**Evaluation:**

Superintendent

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_