New Policy 2232
First Reading
October 14, 2026
Second Reading
November 11, 2026

# POLICY 2232

# Transportation: Director of Transportation

A. Duties of Student Transportation Director

1. The Student Transportation Director will:

   a. Provide assistance to the Board in planning, budgeting and forecasting for the student transportation system;

   b. Assist school officials in school site selection and facility planning;

   c. Provide for bus chassis, body, and related equipment procurement;

   d. Develop and implement a plan for preventative and on-going equipment maintenance;

   e. Recruit, select, instruct, evaluate, and supervise personnel;

   f. Route and schedule buses for safe, efficient, and economical transportation service;

   g. Assist in the development and implementation of student safety education programs;

   h. Work with the Superintendent, teachers, transportation personnel, students, parents and public and private agencies to improve their knowledge and the quality of the transportation system;

   i. Investigate and report crashes and safety-related incidents using the uniform school bus crash reporting criteria and the standard safety incident investigation process;

   j. Investigate reported problems;

   k. Maintain records and prepare reports as required;

   l. Develop and supervise the implementation of an ongoing evaluation plan for the District student transportation system;

m. Implement a drug/alcohol testing program in compliance with federal regulations for persons in safety sensitive positions and for commercially licensed drivers;

n. Establish and ensure appropriate staffing levels;

o. Recommend vehicle and equipment replacement schedules; and

p. Exhibit effective skills in conflict resolution and problem solving.

*National School Transportation Specifications and Procedures Appendix D p. 459-460 (May 2025)*

B. Qualifications of Pupil Transportation Director

1. The Pupil Transportation Director shall have a basic understanding of the educational process and the corresponding role of transportation, and shall have the following qualifications:

a. A satisfactory driving record as revealed through checks with the Driver's License Division.

b. A satisfactory work history as verified through professional references.

c. An undergraduate degree, equivalent experience, or industry certification in Education, Business Administration, Management, Transportation, or a related field;

d. Formal instruction in student transportation management, including classroom instruction and field experience or student transportation industry certification;

e. A basic understanding of the educational process and the corresponding role of transportation;

f. The ability to manage personnel and resources;

g. Basic user-level competency with accounting and word processing software and knowledge of web-based information systems;

h. The ability to communicate effectively with school administrators, teachers, parents, students, bus drivers, law enforcement officials, and others; and

i. Knowledge of state and federal regulations applicable to transportation of students.

National School Transportation Specifications and Procedures Appendix D p. 461 (May2025)