

McCall Donnelly School District #421
Job Description
Transportation Lead

TITLE: Transportation Lead

SUMMARY:

The Transportation Lead is responsible for the comprehensive management of the district's pupil transportation operations. This role includes overseeing daily transportation activities, managing budgeting and cost-efficiency to maximize state reimbursements, and ensuring compliance with federal and state regulations. The Transportation Lead develops and implements effective training programs for transportation staff, maintains the Federal Entry-Level Driver Training (ELDT) program, and ensures all policies align with Idaho State Code. Additionally, the Transportation Lead addresses and resolves transportation-related disputes through effective communication with parents and district stakeholders. This position requires strong leadership, financial acumen, regulatory knowledge, and exceptional problem-solving skills to ensure safe, efficient, and compliant transportation services for all students.

REPORTS TO: Superintendent

PROFESSIONAL REQUIREMENTS:

- ❖ High school diploma or GED equivalent is required.
- ❖ Possess a valid, state issued driver's license, CDL with endorsements for driving a school bus; demonstrate a clean driving record, and proficient in driving a school bus.
- ❖ Demonstrated experience in school transportation with knowledge of bus routing systems, and driver training.
- ❖ Display a strong understanding of mechanical and electrical systems, particularly diesel engines and vehicle maintenance.
- ❖ Five to ten (5-10) years or more experience in operating within a school bus transportation program is preferred; or any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.
- ❖ Maintain current EV certification.
- ❖ Ability to obtain and/or maintain ASE certification.
- ❖ Idaho Standard Teaching Certificate preferred.

DUTIES AND RESPONSIBILITIES:

- ❖ Administers the school bus transportation program within the assigned district, implementing regulations, policies, and procedures supporting the State Department of Education (IDE).
- ❖ Assists district and board members in complying with state and federal safety, maintenance, training, and other applicable standards, regulations, and statutes.
- ❖ Perform inspections of buses and equipment to verify maintenance and safety checks are performed and properly documented.
- ❖ Performs route and driver inspections to verify training and safety reviews are performed and properly documented.
- ❖ Audits maintenance and safety inspection records for accuracy and compliance with state requirements for reimbursement.
- ❖ Review of school bus routes for compliance with IDE rules and regulations.
- ❖ Implements programs and directives from the State Legislature, IDE, and other relevant governing

Approved 06/23/2025

bodies, including ensuring that mandates and benchmarks are met.

- ❖ Provides expertise, guidance, policy interpretation, technical assistance, support, and training to the school district.
- ❖ Prepares, presents, and participates in information and professional development training classes, seminars, and workshops.
- ❖ Assists the school district and patrons in dispute resolution.
- ❖ Assists in the writing and creation of manuals, instructional materials, audio/visual presentation tools, and related materials.
- ❖ Assists in updating standards, codes, policies, and procedures for equipment and operations.
- ❖ Coordinates programs through relevant public and private sector organizations, committees, groups, and agencies.
- ❖ Collects, analyzes, and reports program implementation and funding data.
- ❖ Collects, maintains, and analyzes information, reports, and documentation.
- ❖ Maintains and distributes a variety of reports, correspondence, and related documents.
- ❖ Prepares and presents verbal and written reports.
- ❖ Attends regional Supervisors meetings.
- ❖ Assists in financial audits.
- ❖ Research and develop curriculum for technician's and driver's training.
- ❖ Deliver instructional classes at workshops, and district training sessions.
- ❖ Support research and development of IDE's Supervisor's management program.
- ❖ Development of procedure for new changing technology for district equipment.
- ❖ Responds to inquiries and requests for information, interprets program regulations and guidelines, and aids the school district and other interested parties.
- ❖ Represents the District at local, state, and regional conferences, seminars, and meetings, as directed, including serving on committees, study groups, councils, task forces, and related associations.
- ❖ Performs all work duties and activities in accordance with IDE and District policies, procedures, and safety practices.
- ❖ Provide instruction for district new hire and transportation positions.
- ❖ Performs other related duties as required.

OTHER SKILLS AND ABILITIES:

- ❖ Experience using a personal computer and spreadsheets.
- ❖ Create, review, and edit technician curriculum.
- ❖ Ability to efficiently utilize computerized transportation software programs.
- ❖ Ability to apply knowledge of current research and theory in specific field.
- ❖ Ability to establish and maintain effective working relationships with staff, administrators, parents, peers, and school communities.
- ❖ Create Industry specific training that can be delivered using classroom setting, PowerPoint or technical document.
- ❖ Maintain awareness of current OSHA standards concerning shop maintenance and PPE equipment.
- ❖ Ability to read and utilize maps, GPS, and software as resource tools.
- ❖ Ability to speak clearly and concisely both in oral and written communication.
- ❖ Ability to perform duties with awareness of all federal laws, State of Idaho Statutes,
- ❖ Board of Education rules and school district requirements.
- ❖ Organize and maintain transportation facilities, equipment and training documentation.

- ❖ Ability to network and create relationships for future industry training and growth.

TRAVEL REQUIRED:

The incumbent will be required to travel annually for local, state and national training conferences and workshops, unless situations arise that warrant more immediate attention.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- ❖ Approximately 60% of time is spent sitting at a desk or workstation, up to 4 hours at a time.
- ❖ Approximately 40% of time is spent standing, walking, bending, and kneeling.
- ❖ Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions of the position.
- ❖ Tasks involve the ability to exert moderate physical effort, typically involving a combination of stooping, kneeling, crouching and crawling, and may involve some lifting, carrying, pushing and/or pulling of objects and materials up to 30 pounds.
- ❖ Ability to travel to sites, visually inspect areas and documents, climb ladders, and bend and crawl under buses.
- ❖ Tasks may be performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, or traffic hazards.

COMPENSATION:

- ❖ 260 days per year, 8 hours per days
- ❖ Vacation time per district policy for classified personnel
- ❖ Comprehensive benefit package.

EVALUATION:

- ❖ Employee's performance in this position will be evaluated by the superintendent in conformance with district policy.
- ❖ Six-month probationary period.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The physical demands and work environment described are representative of those that must be met by an employee to successfully perform the essential functions of this job. The requirements listed are representative of the knowledge, skill, and/or ability required. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

AN EQUAL OPPORTUNITY EMPLOYER

Employee Printed Name _____

Employee Signature _____ Date _____

My signature acknowledges I have been provided with a copy of this job description.

Approved 06/23/2025