

Job Description

Title: **Transportation Manager**

Reports to: Associate Superintendent for General Administration

General Summary: Manages all aspects of the District's transportation services for both regular education and special education services.

Essential Functions:

1. Plans, implements and monitors transportation routes and schedules.
2. Develops and manages the transportation budget.
3. Assists parents, students and staff with transportation related matters.
4. Prepares required state reports related to both regular education and special education transportation services.
5. Prepares reports and make presentations to the District's board and administration as requested.
- 6.

.....	Occasional	Frequent	Constant
.....	0 - 32%	33 - 66%	67% +
