

JOB DESCRIPTION

TITLE: DIRECTOR OF TRANSPORTATION AND STUDENT ACTIVITIES

PRIMARY FUNCTION:

To supervise skilled, semi-skilled and unskilled workers in providing high quality transportation services for the educational programs of the school division. Develop, maintain and direct a comprehensive interscholastic athletic program which seeks the highest development of each student athlete. Organize, direct and promote an interscholastic athletic program that contributes to the total school program.

DESIRED QUALIFICATIONS:

1. Have proven ability or evidence of potential ability to work satisfactorily with teachers, students, administrators, patrons, and to supervise mechanics, bus drivers, and other employees.
2. Professional and personal characteristics necessary for working effectively, fairly, and consistently with student athletes, coaches, school personnel and the community.
3. Hold a valid Virginia teaching certificate and have at least five years of classroom teaching experience in his/her designated field.
4. At least five years of coaching experience in one or more athletic activities recognized by the Virginia High School League.
5. Accounting and managerial skills to formulate, supervise and administer assigned budgets.
6. Ability and skill to work with other members of the Virginia High School League in matters important to and affecting the high school athletic program.
7. Knowledge of CDL requirements and ability to operate any and all types of division vehicles.

Page 2
Job Description
Director of Transportation and Student Activities

REPORTS TO:

Superintendent

PERFORMANCE RESPONSIBILITIES:

1. Supervise and direct the employees in the various job disciplines in the transportation department.
2. Be available at all times for emergencies.
3. Supervise and maintain records of the adequate inspection, maintenance, and repair of vehicles owned by the school system, including school buses.
4. Keep accurate records of repair parts and supplies used in the repair and maintenance of vehicles including school buses. equipment.
5. Assist in estimating approximate cost figures as an aid in budget preparation.
6. Receive requests for emergencies and make arrangements for their prompt performance.
7. To plan and conduct in-service meetings for bus drivers including the maintenance and development of safety standards in conformance with state and insurance regulations.
8. To assist the principals in solving transportation discipline problems and to act as the liaison with parents in relation to complaints and special requests.
9. To ensure that all division buses and vehicles comply with local, state and federal requirements regarding school transportation including the supervision and coordination of all buses and vehicles annual inspection by the transportation department and the state department of education.
10. Attend all regular school board meetings, and other meetings as required.

Page 3

Job Description

Director of Transportation and Student Activities

11. Check all city roads after snow/ice and report directly to the superintendent in a timely manner on any problems and arrange to have parking areas cleared of snow/ice.
12. Preparation of the middle and high school interscholastic athletic schedule in consultation with the head coaches of each sport and the middle school and high school principals.
13. Develop and administer the athletic budget in consultation with appropriate division administrators.
14. Administer the coaches' fund account within the athletic account through the school central treasurer. Supervise the athletic ticket sales ensuring that contests are properly serviced, and receipts are properly counted and deposited in the bank.
15. Represent Virginia High School at all district and regional Virginia High School League meetings, and the Appalachian Officials Association meetings.
16. Coordinate home events to ensure transportation, officials, facilities, and security are properly provided. Coordinate transportation for any away events.
17. Administer the athletic eligibility of each student athlete including:
 - A. Physical evaluation by a physician.
 - B. Insurance coverage including school athletic insurance.
 - C. Parental permission.
 - D. Medical history.
 - E. Academic requirements as set by the Virginia High School League and the school system.
18. Provide direction and guidance to the coaching staff; serve as a mediator and stabilizing force among members of the staff. Ensure that proper practice schedules are maintained, and that Virginia High School League rules are adhered to by all athletic teams.

Page 4

Job Description

Director of Transportation and Student Activities

19. Supervise coaches to ensure that all individual athletic and team equipment is in safe working condition and is inventoried after each season.
20. Schedule or supervise the scheduling of extra-curricular events to be held in the Bristol Virginia Public School facilities.
21. Perform any other specific and reasonable duties as shall be requested by the superintendent and the school board.

TERMS OF EMPLOYMENT:

As per contract.

EVALUATION:

Performance will be evaluated in accordance with school board policy and regulations on evaluation of personnel.

Adopted: by the Bristol Virginia School Board on March 18, 2013.

Revised: by the Superintendent of Schools on November 30, 2020.

Revised: by the Superintendent of Schools on June 5, 2023.