

**DIRECTOR OF TRANSPORTATION  
DUTIES**

The superintendent of schools will be responsible for the following duties when the school system does not employ a transportation director. The superintendent has the authority to delegate these responsibilities to a qualified administrative assistant.

The transportation director will:

1. Administer and execute school policies relative to bus drivers and bus mechanics.
2. Accept and review bus driver and bus mechanic applications and offer recommendations to superintendent of schools.
3. Assign and revise school bus routes in accordance with the school transportation laws of Oklahoma.
4. Originate a school district transportation map depicting all bus routes and their assigned stops, in compliance with the State Department of School Transportation, completing all forms and records as requested.
5. Promote and direct in-service education for bus drivers and bus mechanics with special emphasis on safety.
6. Serve in a liaison capacity between bus drivers, bus mechanics, and principals.
7. Schedule and procure drivers for all school activity trips.
8. Make a monthly report pertaining to work done on school vehicles and identify how purchased parts and equipment are used.
9. Perform any other duties assigned by the superintendent.