

# **TRANSPORTATION MANAGER**

## **JULY**

- Check agency vehicle and school bus preventative maintenance logs
- Monthly mileage report to Fiscal Director, Operations Director and Executive Director by July 6th
- Begin annual inspections of buses and Type 10 vehicles
- Attend Strategic Planning
- Preparation for Preservice in August
- Prepare items for Open house on bus safety and pedestrian safety

## **AUGUST**

- Check agency vehicle and school bus preventative maintenance logs
- Check status of all drivers and their certification
- Check Type 10 Driver Status
- Have all annual inspections completed by August 15th
- Annual vehicle certification report into the Oregon Department of Education by September 1.
- All repairs on buses done by September 1
- Arrange classroom routes and driver schedules
- Assess Training needs
- Issue bus drivers keys, phones, and miscellaneous supplies
- Component training for drivers at pre-service
- Bus Monitor training for new staff

## **SEPTEMBER**

- Check agency vehicle and school bus preventative maintenance logs
- Monthly mileage report completed by September 6th copy to Fiscal Director, Operations Director and the Executive Director.
- Attend Management meeting
- Attend safety meeting
- Prepare trainings for Staff Meeting in October

## **OCTOBER**

- Check agency vehicle and school bus preventative maintenance logs
- Monthly mileage report into Fiscal Director, Operations Director and Executive Director by October 6th
- Complete drivers training update and send into the Oregon Department of Education by October 31st
- ECSE Mileage report to Education/Disabilities Director for August and September
- Attend/Present at Staff Meeting
- Attend safety meeting

## **NOVEMBER**

- Check agency vehicle and school bus preventative maintenance logs
- Monthly mileage report to Fiscal Director, Operations Director and Executive Director by November 6th
- ECSE Mileage report to Education/Disabilities Director
- Snow-day letter sent out to all bus drivers
- Attend Safety meeting

## **DECEMBER**

- Check agency vehicle and school bus preventative maintenance logs
- Monthly Mileage report to Fiscal Director, Operations Director and Executive Director by December 6th
- ECSE Mileage report to Education/Disabilities Director
- Complete riding with all drivers and doing an evaluation of driving
- 4 month evaluation completed on all **new** bus drivers
- Attend Safety meeting

## **JANUARY**

- Check agency vehicle and school bus preventative maintenance logs
- Monthly Mileage report to Fiscal Director, Operations Director and Executive Director by January 6th
- ECSE Mileage report to Education/Disabilities Director
- Attend Safety meeting
- Training preparation for Staff meeting in February

## **FEBRUARY**

- Check agency vehicle and school bus preventative maintenance logs
- Monthly mileage report to Fiscal Director, Operations Director and Executive Director by February 6th
- ECSE mileage report to Education/Disabilities Director
- Attend/Present at Staff Meeting
- Attend Safety meeting

## **MARCH**

- Check agency vehicle and school bus preventative maintenance logs
- Monthly mileage report to Fiscal Director, Operations Director and Executive Director by March 6th
- ECSE Mileage report to Education/Disabilities Director
- Attend Management meeting
- Attend Safety meeting

## **APRIL**

- Check agency vehicle and school bus preventative maintenance logs
- Monthly mileage report to Fiscal Director, Operations Director and Executive Director by April 6th
- ECSE mileage report to Education/Disabilities Director
- Complete all employee evaluations due for the year
- Attend Wellness Day
- Attend Safety meeting

## **MAY**

- Check agency vehicle and school bus preventative maintenance logs
- Monthly mileage report to Fiscal Director, Operations Director and Executive Director by May 6th
- ECSE mileage report to Education/ Disabilities Director
- Complete remaining end of the year evaluations
- Give physical forms and license renewal forms to all drivers whose license will expire
- Check in all driver's keys, phones, fuel cards, and buses
- Update of all drivers training to the Oregon Department of Transportation
- Attend Management meeting
- Attend Safety meeting