Responsibilities of the Office of Transportation Services

The responsibilities of the Office of Transportation Services are to:

I. Establish transportation operating procedures in consonance with School Board regulations and Virginia laws.

II. Ensure transportation is provided for eligible students.

III. Monitor the overall transportation operation on a continuing basis and recommend needed changes.

IV. Recruit and train school bus drivers and school bus attendants with the assistance of the Department of Human Resources.

V. Establish a vehicle repair and maintenance program.

VI. Properly register all School Board vehicles with the Virginia Department of Motor Vehicles and provide vehicle data to the Office of Risk Management and Security Services as required by the insurance carrier.

VII. Recommend replacement of School Board vehicles which are unserviceable, unsafe, or uneconomically repairable.

VIII. Establish specifications for school buses to be purchased by the School Division.

IX. Review specifications developed by other departments/offices for passenger cars, trucks, and other motorized equipment to ensure maintainability and compliance with prevailing safety mandates.

X. Recommend an annual Office of Transportation Services’ budget.

The Associate Superintendent for Finance and Support Services (or designee) is responsible for implementing and monitoring this regulation.

The Associate Superintendent for Finance and Support Services (or designee) is responsible for reviewing this regulation in 2017.