



LAWTON COMMUNITY SCHOOLS

NOTICE OF VACANCY

Position: Director of Transportation
Reports to: Superintendent or Business Office Manager
Employment Status: Full time available based on qualifications of candidate
Wage/Benefits: Dependent upon experience, qualifications and assigned duties of candidate

Minimum Qualifications:

- Ability to pass a physical required for a commercial driver's license, high moral character, and a high school graduate.
- A valid commercial driver's license with CDL/bus driver endorsement is required.
- Demonstrated ability to act in a leadership capacity.
- Ability to utilize technological applications including: email; Microsoft Office programs such as Word and Excel; professional websites; and routing software.
- Must be willing to pursue Transportation Director Certification through the appropriate state agency within a timeline determined by the Superintendent.
- Ability to provide or make necessary arrangements for training of new bus drivers.

Preferred Qualifications:

- Successful experience in a supervisory position.
- Knowledge of school bus traffic laws, safety, mechanics, and routing.

General Description:

Routing of school buses, scheduling special trips, supervision of drivers and mechanical repair, and maintains and promotes good community relations. Position may include a daily route driver assignment. Position may require additional duties including building and grounds maintenance and ability to perform minor, vehicle mechanical repairs.

Essential Functions:

- Responsible for the day-to-day supervision of assigned staff including but not limited to: scheduling, work assignments, assessment of work performance, providing assistance and support as required.
- Observe and adhere to all Board of Education policies and administrative guidelines and language as indicated in the LESPA Master Agreement.
- Ability to establish appropriate administrative relationship with drivers including taking the necessary action(s) to address concerns with assigned staff including but not limited to: attendance, work performance, behavior, etc.
- Design and evaluate all bus routes on an annual basis.
- Prepares buses and make necessary arrangements for annual inspections made by the Michigan State Police inspector.
- Arrange for and/or conducts periodic driver safety meetings for all bus drivers.
- Is responsible for the preparation of accident reports and reporting such to the local superintendent and/or the assistant superintendent.
- Secures substitute transportation personnel.
- Train and assign substitute bus drivers.
- Ride with new bus drivers during their first several trips.
- Recommend replacement drivers.
- Keep maintenance records for all buses utilizing available technologies.
- Schedule routine maintenance of buses and supervise the process of arranging required repairs/maintenance.
- Help prepare specifications and bids for the purchase of buses.

- Provide initial investigation including video review of student discipline matters, parent complaints and administrator concerns. Act as initial point of contact for parent concerns.
- Schedule academic and athletic field trips.
- Maintain a current district map, a current roster of pupils transported, and prepare all reports applicable to the transportation department, i.e., route descriptions, pick up/drop off points, pupils--school attended, grade, bus number, and so forth utilizing the district's software.
- Prepare a route document including drop off/pick up times for all routes and stops to be distributed annually in August. Attend elementary Open House to provide route information.
- Make periodic on-site inspection of buses.
- Prepares the budget for the department.
- Completes state forms and reports.
- Create an information package for substitute drivers.
- Ride each bus and learn all routes; establishes loading and unloading procedures.
- Inspect bus turn-a-rounds and help determine stops.
- Schedule the transportation of handicapped students.
- Responsible for establishing effective relationships with district administrators, staff, union representatives, parents and the public.
- Resolves student discipline problems cooperatively building administrators utilizing Positive Behavior Support methods.
- Supervises and maintains a current inventory of supplies and materials related to transportation matters within the district.
- Attends periodic meetings of the administrative team to provide updates on the status of the transportation. Provides a report for the Board of Education once annually.
- Keeps abreast of new techniques and operations concerning student transportation.
- Serves as a source of information on areas related to transportation.
- Assists the Superintendent and Director of Operations with assessment of road conditions in inclement weather upon request.
- Conducts other duties related to the director/supervisor's duties as assigned by the superintendent of schools.

Apply by November 21, by emailing resume to crice@lawtoncs.org.