



Dear Prospective Candidate,

We are delighted to extend this opportunity to join the Livingston Educational Service Agency (LESA) as our Supervisor for the Regional Transportation Collaborative. This pivotal role is not just a job; it is a chance to be a part of a dedicated team that values innovation, collaboration, and a student-centered approach in every endeavor. We seek an operational leader with unquestioned ethics and integrity who will be responsible for continuing the excellent reputation LESA has earned for strong levels of safety and compliance.

Why Join LESA?

- **Mission-Driven Work:** At LESA, our mission is to promote a culture of educational excellence for Livingston County through service, leadership, and collaboration. As the Supervisor, you will provide strategic leadership, direction, and operational oversight to ensure the safe, efficient, and compliant operation of the pupil transportation system.
- **Impactful Role:** Your work directly contributes to ensuring a reliable system for general education, special education, and extra-curricular travel. You will be key in maintaining our reputation by using an innovative spirit to find a way to say "yes" rather than "no".
- **Operational Autonomy:** You will lead the day-to-day operations, including developing and implementing efficient bus routes and schedules using specialized routing software, and managing the inspection, maintenance, and repair of the entire fleet in compliance with state guidelines.
- **Collaborative Environment:** LESA values teamwork. You will manage communications with parents, staff, and the community regarding routing and safety and fostering a professional and positive working environment for all transportation personnel.
- **Professional Growth:** We are committed to the professional development of our employees.
- **Comprehensive Compensation:** We offer a competitive salary along with a comprehensive benefits package. This includes health insurance, retirement plans, and opportunities for professional development.

Your Role:

As the Supervisor for the Regional Transportation Collaborative, you will be the core operational leader. Your responsibilities will include:

- **Personnel Management:** You are responsible for the overall direction, coordination, and evaluation of all transportation personnel, including interviewing, hiring, training, and appraising performance.
- **Safety and Compliance:** Establishing, implementing, and monitoring comprehensive safety programs and checking driver eligibility, including maintaining required records of driving abstracts and medical certifications¹⁸.
- **Fiscal Oversight:** Overseeing and approving transportation payroll submissions and operational expenditures, including managing the departmental budget.
- **Fleet Management:** Directing and managing all inspection, maintenance, repair, and record-keeping for the fleet.
- **Routing & Scheduling:** Developing and implementing efficient bus routes to maximize efficiency, reduce operational costs, and optimize student ride times.

We look forward to welcoming you to our team and working together to achieve great things.

Sincerely,

Stephanie L. Weese
Deputy Superintendent