ROMEo COMMUNITY SCHOOLS
NOTICE OF VACANCY
August 2020

DIRECTOR OF TRANSPORTATION

QUALIFICATIONS:
- Minimum high school graduation or equivalent is required. Bachelor’s Degree or higher preferred.
- Experience in Pupil Transportation systems.
- Proficiency in transportation routing software (Edu log) preferred.
- Proven ability to manage personnel and resources and communicate effectively with staff, parents and teachers.
- Proficiency in creating and managing a budget.
- Ability to obtain MSBO Transportation Director Certificate.
- Basic understanding of the educational process and corresponding role of transportation.
- Ability to work cooperatively with administration, staff, students, parents, and members of the public.
- Excellent driving record.
- Such alternatives to the above that the Board may find appropriate and acceptable.

REPORTS TO: Executive Director of Operations

SUPERVISES: Transportation staff

JOB GOAL: To enable each student, through safe and efficient transportation, to take full advantage of the complete range of curricular and extracurricular activities offered by the district’s schools.

PRIMARY FUNCTION: The Director of Transportation is responsible for the administration of the Transportation Department, including direct supervision of transportation employees comprised of bus drivers, mechanics, and office staff. The Director is responsible for the safe, efficient and cost effective operation of a fleet of buses traveling approximately 738,000 miles a year providing transportation services to over 3400 students on a daily basis.

PRIMARY RESPONSIBILITIES:
- Responsible for the operation of a full service facility.
- Responsible for scheduling and planning all bus routes.
- Responsible for the recruitment, selection, evaluation, supervision, discipline of assigned staff.
- Develop and oversee adequate training programs for all department employees.
- Make recommendations for contract negotiations with department personnel.
- Responsible for Transportation payroll.
- Make recommendations to the appropriate Administrators for the improvement of services.
- Develop and implement department rules and guidelines to assure appropriate service to the District.
- Assist in coordinating the purchase and maintenance of all district vehicles.
- Responsible for preparation and administration of transportation budget.
- Promote high standards of safety and customer service for the department.
- Monitor certification for assigned staff.
- Attend training opportunities and meetings as required and remain current on school bus laws and regulations.
- Responsible for recommending to the Superintendent of Schools or other designated Administrator for school closure due to inclement weather road conditions.
- Other related duties as assigned or required.

This job description in no way states or implies that these are the only duties to be performed by the employee. He or she will be required to follow any other instructions and to perform any duties requested by his or her management that generally fit into the job expectations.

Essential Functions of the job as per the Americans with Disability Act (ADA)

**TERMS OF EMPLOYMENT**: 52 weeks. Salary per negotiated contract.

**EVALUATION**: Performance of this job will be evaluated annually by the Executive Director of Operations.

**APPLICATION PROCESS**: Apply online at: [https://hr.applicantcentral.com/RCS/](https://hr.applicantcentral.com/RCS/)

For consideration, applicants must submit a letter of interest, including a review of experience appropriate to the position, to the Executive Director of Business Services. Additional recommended documentation includes:

1. Resume
2. Transcripts of university credit and/or appropriate certificates
3. Letters of recommendation

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Notice of Non-discrimination

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title II of the Americans with Disability Act of 1990, it is the policy of the Romeo Community School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, disability, age, height, weight, genetics or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity, service, or in employment. Any employee or member of the community of Romeo Community Schools, believing to be discriminated against should contact Employee Services, 316 North Main Street, Romeo, Michigan 48065, 586-281-1411.