



## Huron School District

**Position: Director of Transportation**

**Reports to: Superintendent & Exec Director of Finance**

**Schedule: 2024-2025 School Year**

**Posting Date: April 8, 2024**

**Deadline: Until Filled**

### **Job Description**

The Huron School District is located in southeast Michigan, with a very supportive community and great kids. Our primary focus is on student learning and growth. We are looking for a collaboratively minded team player who has high expectations for students and staff. The Transportation Director is responsible for directing the daily operations of the Transportation Department, including direct supervision of employees including bus drivers, bus aides, mechanics and facilitator. The Director is responsible for the safe, efficient, and effective transportation of students. This position requires strong proven abilities in leadership, organization and customer service.

### **Qualifications**

- Successful completion of the introductory school bus safety education and Supervisor's course mandated by the Michigan Department of Education
- MSBO Transportation Director Certification
- Michigan Class A & B, UST System Operator Certification preferred
- Hold a valid Michigan Driver's License and obtain CDL with all required endorsements.
- Basic understanding of the education process and the corresponding role of transportation.
- Ability to properly utilize tools, software and equipment necessary in conducting Transportation duties. This includes, but not limited to routing software, Microsoft Office, Google Suite, student and accounting software.
- Additional qualifications the Superintendent or Business Manager may find appropriate, necessary or acceptable

### **Responsibilities & Duties**

- Establish, recommend and revise all general and special education bus routes, as needed.
- Work with transportation employees, students and parents to promote bus safety and address discipline concerns.
- Manage fiscal resources by cooperatively developing the transportation budget, submitting budgetary requisitions and monitoring the expenditure of funds for all supplies, fuel, parts, repairs, and equipment as approved in the transportation budget.
- Organization, direction, and evaluation of driver and mechanic training programs.
- Recruit and train new bus drivers.
- Evaluation of all district-owned vehicles with regard to present and future maintenance requirements, and replacement schedules
- Demonstrate ability to understand and apply provisions outlined in collective bargaining agreements (AFT Master Agreement)
- Conduct and/or arrange professional training and testing of bus drivers and bus aides.
- Complete all Transportation reports required by district, county, state and federal agencies as directed by administration.

- Comply with all rules, regulations, and policies as established by the Huron Board of Education and the Michigan Department of Education.
- Closely monitor transportation employee's timesheets, use of paid time off days, workplace conduct and interactions with other staff members.
- Develop and monitor a system to secure driver substitutes as needed.
- Demonstrate experience and success with running a transportation department; working with employees, students and parents.
- Demonstrate knowledge of State and Federal laws, including District Board policies related to student transportation field.
- Able to appropriately handle disciplinary issues, set clear expectations, establish an orderly and efficient operation of the transportation department.
- Demonstrate ability to communicate clearly both orally and in written form.
- Demonstrate knowledge of fleet management, route planning and vehicle maintenance software.
- Demonstrate ability to keep accurate records and reporting
- Must meet qualifications for classification of a safety sensitive employment designation, including evidence of a clear Criminal Background Check and pre-employment physical.
- Advises the Superintendent on road hazards and inclement weather which may affect the operation of the district's buses.
- Ability to maintain customer service with all stakeholders.
- Coordinate field trips and athletic trips with administrators.
- Perform other duties as may be assigned by the superintendent and/or designee.

**Salary Range:** \$67,000-80,000 Commensurate with experience

**Application:**

For full consideration of your candidacy, please complete the online application at the following web address: [www.huronschools.org](http://www.huronschools.org) (Applitrack platform) by the deadline listed. In addition, upload your letter of interest, resume, and any supporting documentation.

**Internal Candidates:** Submit a letter of interest and current resume to: Donovan Rowe, through his Executive Administrative Assistant, via email ([dimambrol@huronschools.org](mailto:dimambrol@huronschools.org)).

*It is the policy of HURON SCHOOL DISTRICT not to discriminate  
On the basis of race, color, religion, national origin, age, sex or handicap.*