

Columbia School District



November 13, 2020

NOTICE OF OPENING

Transportation Director

QUALIFICATIONS:

Must meet all State Of Michigan requirements.

REPORTS TO:

Superintendent

SUPERVISES:

All Transportation personnel

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.

PERFORMANCE RESPONSIBILITIES:

1. Conforms to all state laws and regulations regarding school transportation.
2. Maintains safety standards in conformance with state and insurance regulations and develops a program of preventive safety.
3. Recruits, trains, and supervises all transportation personnel, and makes recommendations on their employment, transfer, promotion, and release.
4. Advises superintendent on road hazards for decision on school closing during inclement weather.
5. Acts as liaison with contractor for consultation on road hazards for decision on school closing during inclement weather.
6. Cooperates with school principals and others responsible for planning special school trips.
7. Develops and administers a transportation program to meet all the requirements of the daily instructional program and extracurricular activities.
8. Develops and administers a contractual transportation program to meet all the requirements of the daily instructional program and extracurricular activities.
9. Formulates the specification to be incorporated in contractual agreements.

10. Approves alterations to contractual agreements when requested by contractors and school principals.
11. Prepares bus routes for all public and non-public schools in the district.
12. Prepares and updates bus schedules for all public and non-public schools in the district.
13. Attends appropriate committee and staff meetings.
14. Prepares transportation budget.
15. Prepares and administers the transportation budget.
16. Authorizes purchases in accordance with budgetary limitations and district rules.
17. Approves and forwards transportation service invoices to accounting department.
18. Prepares transportation payroll on bi-weekly basis.
19. Submits all reports required by state authorities.
20. Takes an active role in solving discipline problems occurring on school buses.
21. Acts as liaison with parents for complaints and special requests.
22. Develops recommendation for future transportation needs based on an annual survey of resident students.

Deadline: Friday, December 4, 2020 - noon

Please send letter of interest, resume,
and three letters of recommendation to:
Monika Cook, Administrative Assistant
Columbia School District
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Brooklyn, MI 49230
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