

Director of Transportation  
Job Description

**Duties Include but not limited to:**

- Direct & Manage districts transportation and vehicle maintenance program
- Prepare bus routes and schedules for all schools in district includes extracurricular activities
- Administer transportation budget
- Implement federal & state law, State Board of Education rules, and school board policy as it pertains to transportation
- Recruit, train, supervise and evaluate all transportation incidents
- Maintain good rapport with parents and community

**Requirements:**

- Applicants should have the ability to direct & manage an operation of fleet vehicles.
- High level of organizational and planning skills.
- 3 years of supervisory experience in transportation operations with public school districts preferred.
- Must hold a valid bus driver's license or willing to obtain prior to starting position.