



St. Louis Public Schools

113 East Saginaw Street
St. Louis, MI 48880
Phone: 989.681.2545
www.stlouisschools.net



POSITION: Transportation Supervisor
LOCATION: St. Louis Public Schools
REPORTS TO: Superintendent and Finance Director
POSITION POSTING: Until Filled

JOB SCOPE:

The Transportation Supervisor oversees all aspects of the school district's transportation operations, ensuring the safe, efficient, and cost-effective movement of students. This role supervises bus drivers, coordinates routes, maintains compliance with federal and state regulations, and fosters a culture of safety and accountability.

KEY RESPONSIBILITIES:

- Supervise and evaluate transportation staff, including bus drivers, mechanics and support personnel.
- Develop, implement, and monitor bus routes and schedules to ensure efficiency and timeliness.
- Ensure compliance with all federal, state, and local transportation regulations, including licensing, safety standards, and vehicle inspections.
- Manage the maintenance and repair schedules for all district vehicles, coordinating with the mechanic and vendors as needed.
- Oversee transportation-related budgets, including fuel, maintenance, and staffing.
- Daily dispatch duties.
- Conduct safety training and professional development for transportation staff.
- Investigate accidents, incidents, and complaints, preparing reports and implementing corrective measures.
- Communicate with school administrators, parents, and community members regarding transportation needs and concerns.
- Maintain fleet inventory, including reporting.

REQUIRED QUALIFICATIONS:

- High school diploma or equivalent; Associate's or Bachelor's degree preferred.
- Minimum of 3–5 years of experience in school or commercial transportation management.
- Strong knowledge of state and federal transportation regulations and safety standards.
- Demonstrated leadership and staff supervision experience.
- Excellent organizational, communication, and problem-solving skills.
- Proficiency with transportation management software and routing systems.
- Valid commercial driver's license (CDL) preferred.
- MSBO Certification (Transportation Supervision) or able to attain.

WORK SCHEDULE:

Full time, salary (\$45,000-\$55,000), 250 day contract, benefits package included

HOW TO APPLY

Submit a letter of interest, resume, and certifications to:

St. Louis Public Schools

Attn: Jennifer McKittrick, Superintendent

113 E. Saginaw Street, St. Louis, MI 48880

Or email application materials to: jmckittrick@stlouisschools.net

St. Louis High School
113 E. Saginaw Street
989.681.2500

TSN Middle School
312 N. Union Street
989.681.5155

Eugene Nikkari Elementary
301 W. State Street
989.681.5131

Carrie Knause Early Childhood
Learning Center
121 I & K Street
989.681.3535