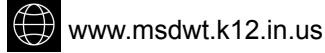


Washington Township Schools

8550 Woodfield Crossing Blvd.
Indianapolis, IN 46240
P: (317) 845.9400
F: (317) 205-3385



The Metropolitan School District of Washington Township (MSDWT) is located in the northern section of Indianapolis. It is a dynamic community with broad diversity in cultures, religions, ethnic groups, races, and socioeconomic levels. MSDWT has been an educational leader in Indiana for the last sixty years.

Our mission is to nurture our students into tomorrow's leaders by cultivating learning environments that ignite innovation, amplify diverse and critical thinking, and inspire growth and achievement.

If you are applying for this position using an outside job board (i.e. Indeed), please visit our website directly to apply at www.msdwt.k12.in.us/careers.

JOB DETAILS

Job Title	Associate Director of Transportation
Location	Transportation
Work Schedule	9:00am – 6:00pm
Calendar Length	Year-round
FLSA Classification	Salary, exempt
Salary	\$103,421 - \$107,730 annually
Benefits	Paid leave days, paid holidays, retirement contributions (PERF, 401a, VEBA), life insurance and health, dental and vision insurance offerings.

JOB EXPECTATIONS & REQUIREMENTS

Position Purpose / Description

Under the supervision of the Director of Transportation, the Associate Director of Transportation is responsible for performing the following duties:

- Serves as the backup to the Director of Transportation.
- Supervises and evaluates routers, office and garage staff including annual bus inspections.
- Main liaison for routing, garage, and technology.
- Recruitment of drivers and sub-drivers, bus assistants and transportation staff.
- Establishes recognition and incentive programs to retain drivers, sub-drivers, bus

- assistants and transportation staff.
- Responsible for the routers and garage onboarding process.
- Establishes recognition and incentive programs to retain drivers, sub-drivers, bus assistants and transportation staff.
- Responsible for the routers and garage onboarding process.
- Assist with overseeing bus operations, routing, garage, and timekeeping and payroll.
- Responsible for establishing new processes and procedures and assisting with updates to the transportation employee handbook.
- Maintain accurate employee records in accordance with IDOE guidelines.
- Fosters good communication as liaison between the Transportation Department and building administrators in the areas of: bus delays, bus discipline, parent communication, riding buses, bus schedules, bus evacuation drills, and lost student searches.
- Assists drivers with student behavior problems, including working with the Assistant Director of Transportation and Manager to pull bus videos and send findings to schools.
- Ride with drivers to assist, if needed.
- Assists on weather related delays or other emergency school closings.
- Serves as District Representative on all bus accidents: visiting scene of accident, contacting parents and school officials, visiting hospital whenever it is determined at the scene that a student or employee requires hospitalization.
- Maintains accurate records and reports such as database on student suspensions.
- Oversees PM runs, afterschool late runs and misplaced students.
- Other duties as assigned by the Director of Transportation.

Knowledge, Skills, and Abilities

- Must have strong planning, management, supervisory, computer, organizational, and oral and written communication skills.
- Must have four years or more supervisory experience.
- Experience in student transportation, garage and routing management preferred.

Education

- Bachelor's degree required.
- Candidates must possess and maintain CDL license and all requirements to be licensed and certified as a school bus driver or be willing to obtain these within six months of start date.

Physical Demands

PHYSICAL REQUIREMENT	PERCENT OF TIME Seldom = Less than 25% Occasional = 26 to 50% Often = 51 to 75% Very Frequent = 76% and above
Ability to stand for extended periods of time	Occasional
Ability to carry more than 50 pounds	Seldom
Amount to lift more than 50 pounds	Seldom
Amount of force to push/pull up to more than 50pounds	Seldom
Ability to work at a desk, conference table or in meetings of various configurations	Very Frequent
Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter	Very Frequent
Ability to hear and understand speech at normal levels	Very Frequent
Ability to communicate so others will be able to clearly understand a normal conversation	Very Frequent
Ability to operate office equipment	Very Frequent
Ability to reach in all directions	Very Frequent
Climbing	Seldom
Overhead work	Occasional

The Metropolitan School District of Washington Township is an equal opportunity/equal access employer fully committed to achieving a diverse workforce and complies with all applicable Federal and Indiana State laws, regulations, and executive orders in its programs and activities. Washington Township does not discriminate on the basis of race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, and veteran's status.