

**POSTING DATE:
UNTIL FILLED**

**TAYLOR SCHOOL DISTRICT
PERSONNEL MEMORANDUM**

**INTERNAL/EXTERNAL
UNTIL FILLED**

POSITION: Director Transportation & Fleet Services

REPORTS TO: Chief Financial Officer

QUALIFICATIONS:

- Associates Degree or comparable work experience in school bus transportation or related field
- Commercial Driver's License B.P.S. including ALL state certification
- Excellent driving record

DESCRIPTION:

Oversight of school district bus transportation and ancillary operation including but not limited to, budget, procurement, accounting, equipment and staffing

SKILLS:

- Competent in technology/computer skills such as Microsoft word, g-mail, office product, MiSTAR, Michigan.gov.
- Outstanding interpersonal skills
- Conflict resolution
- Problem solving

DUTIES/RESPONSIBILITIES:

- Plans, organize and supervises the work of bus driver, dispatch and other for the safe transportation of students
- Assign work, schedule employee work schedule, overtime, vacation, sick leave and approve time sheets
- Train or oversee training of employees in department procedures, standards and safety practice
- Monitor operation for compliance with safety standards
- Interview and recommendations for hiring, employee performance and counseling, prepare documentation and recommend discipline and/or improvement plans
- Coordinate with administrators, directors and coordinators regarding regular and special education student transportation
- Evaluate/develop bus runs and routes
- Evaluate regulations and develop operations, procedures, standards and program to ensure safety and compliance of transportation inspection and operation
- Prepare the draft transportation budget, purchases, supplies and material and monitor expenditures
- Drive a school bus in emergency
- Investigate all bus accidents to determine cause and prevention
- Meet with administration to present information and advice on function in the department
- Prepare and maintain reports and records
- Recommend infrastructure enhancement and school bus purchases
- Proficient in computerized routing "polyplot"
- Familiar with underground storage tank (UST) regulation
- Make recommendations and carry district policy rules and regulations
- Monitor/report weather and road conditions for emergency school closing to superintendent
- Monitor/Adhere to Federal Motor Carrier Safety Administration rules/regulations-including DOT (drug/alcohol clearinghouse) and Entry Level Driver Training and SAP (Substance Abuse Program).
- All other transportation related duties & responsibilities

SALARY SCHEDULE:

Per TACSA contract: Non-Certified Director (N1)
Salary Range: 2022-2023 \$77,768.00 to \$89,341.00
Salary Range: 2023-2024 \$78,546.00 to 90,234.00

Work year/hours – 12 months – as required per TACSA Contract

HOW TO APPLY:

APPLICATION PROCEDURE:

You must provide your letter of interest, resume and photographic evidence of meeting the minimal qualifications i.e. copies of diplomas, educational transcripts, certifications and licensure via AppliTrack at:

All materials received relative to this posting become property of the Taylor School District. Only those candidates which provide the requested information will be considered.

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