

Job Description

Position Title: Director of Transportation

Location: Transportation Center

Department: Transportation

Reports To: Business Manager

Term: Year-round position – 240 working days

Schedule: Mon-Fri Full-time

Salary: Position follows the [2025-2026 Admin Salary Schedule](#). Starting salary begins over \$100,000 up to \$115,000/year, based on experience.

Date of last review: October 2025

SUMMARY: The Director of Transportation is responsible for all operational areas of the district's transportation-related services including business operations, team leadership, overseeing scheduling and routing, safety functions, and more. The Director of Transportation organizes transportation services for regular education and special education learners, for to-and-from school services, activities and co-curriculars, and all other busing needs.

The Director of Transportation works closely with and collaborates with the Business Manager, athletics directors, and special education team to effectively manage all district, state and federal transportation program requirements.

The Director of Transportation works to ensure the safety of all passengers and drivers utilizing the district fleet of vehicles.

To Apply: Please complete the application and include up-to-date, relevant submissions of your resume, letter of interest, and up to three letters of recommendation.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty and requirement satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required for the role. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

ESSENTIAL DUTIES AND RESPONSIBILITIES: *(Other duties may be assigned)*

Collaboration:

- Develops positive, effective working relationships with learners and staff.
- Partners with other District leadership members through staff meetings and trainings.
- Partners with Human Resources in the selection and background check process for new employees.
- Partners with Activities Directors and Principals to coordinate transportation needs and requests for co-curricular trips and events.
- Partners with Special Education Administration to design and maintain a transportation system tailored to the needs of special education learners.
- Partners with Special Education Administration to implement learner transportation needs as per the learner's individualized education plan (IEP).

- Organizes external vendors systems for contracted learner transportation needs.
- Works with contracted vendors to negotiate terms for annual contracts.

Communication:

- Resolves potential concerns raised by parents/guardians, learners, district leadership, and other district staff.
- Connects and shares ideas through appropriate/applicable formats to express thoughts and ideas with integrity.
- Engages will all Activities Directors and Principals to ensure understanding of proper district procedures and compliance requirements during bus trips.

Compassion:

- Understands the complexities of cultural and global issues and how they relate to employee and learners' experiences.
- Partners with others to resolve potential controversy and conflict through respectful discussion.
- Proactively seeks to understand the ideas, opinions, and skills of others.

Creativity:

- Looks for ways to improve department functionalities at all levels from day-to-day operations to large-scale, systemic changes.
- Connects with team members and shares ideas in an effort to improve the overall learner and employee experience.

Critical Thinking:

- Develops, revises, and adjusts bus routes to accommodate new schools, adjusted attendance boundaries, new learners, parental/guardian requests, and/or to respond to safety requests.
- Monitors worked hours, evaluates performance, and administers safety and training programs for transportation staff.
- Reasons, interprets, and analyzes information to generate new knowledge and understanding.
- Annually requests and evaluates driving record checks from the North Dakota Department of Transportation (NDDOT) for all drivers.
- Prepares district reports on transportation activities, expenditures, learner counts, and mileage breakdowns.
- Plans for, develops, and implements a bus replacement schedule in collaboration with the Business Manager.
- Prepares bid specifications and makes recommendations to the board on the awarding of bids.
- Administers a monitoring system of cameras on the busses to assist in potential investigations and reviews of reported incidents.
- Monitors the policies of contract vendor to ensure secure staff selection, background checks and safety procedures match those of district standards.
- Ensures contracted vendors complete proper training requirements and resolves any potential issues of district, learner, or parent/guardian concerns.

Reflection:

- Maintains communication with supervisor and director regarding general feedback, career advancement opportunities, and areas of growth opportunities.

Resilience:

- Maintains composure while dealing with stressful situations.
- Proactively seeks out resolutions and takes initiative to resolve knowledge gaps.
- Addresses and resolves potential issues that may arise during services for activities and co-curriculars and normal transportation services.

Responsibility:

- Ensures the safety of all learners by monitoring policies and procedures on restraints, ride times, exchange requirements, and handling procedures.
- Administers transportation schedules and prepares all district bus routes.
- Maintains all bus routes and schedules; Creates and maintains a list of learners, parental information, and addresses for all patrons.
- Recruits, hires, trains, manages, and evaluates transportation staff.
- Handles all transportation staff disciplinary and job performance issues.
- Manages all employee activities, hours worked, work schedules, and conformance to work rules and department/district policies.
- Owns transportation program reporting requirements; completes and submits all local and state reports required of department including mileage reports, learner counts, accident reports, etc.
- Designs and monitors the request system for staff for all trips and events.
- Bills all trips to appropriate activity utilizing district charge back procedures.
- Manages and ensures safe operation of district fleet vehicles.
- Supervises and schedules the maintenance of all district vehicles.
- Assures all district vehicles are licensed and ensured.
- Provides specialized driver training and special equipment to support special education needs during transportation services.
- Organizes training program for new employees in the effort to secure their ND CDL for school buses.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- While performing the essential duties and responsibilities of this role, the employee is regularly required to reach with hands and arms.
- While performing the essential duties and responsibilities of this role, the employee is regularly required to stand, walk, bend, talk, and hear.
- The specific vision abilities required for this role include close and peripheral vision.
- The employee may be required to lift up to ~50 pounds.
- The employee must work with the public and various WFPS staff while simultaneously managing several competing demands.
- The employee will work in an environment that has a quiet to loud noise level.
- The employee may work outdoors and, if so, will be exposed to the applicable weather elements.
- The employee may come in contact with bloodborne pathogens or other bodily fluids on rare occasions.

- The employee will work in an environment that has a quiet to loud noise level.
- The employee may come into contact with standard automotive fluids.

EDUCATION AND/OR EXPERIENCE:

- Bachelor's Degree in Logistics, Business, Fleet Management, or related Business Management area is preferred.
- Minimum of 3 years of directly related experience for transportation and fleet management experience.
- Demonstrated knowledge of relevant laws, statutes, rules or guidelines pertaining to transportation or safety issues.
- Demonstrated knowledge of transportation safety, operations and needs.
- Demonstrated knowledge of transportation routing and scheduling.
- Must possess, or be willing to attain, a commercial driver's license and must possess clean driving record.
- Experience managing departmental budget functions.
- Prior experience directing/leading transportation department is preferred.
- Basic vehicle maintenance knowledge and skills is preferred.
- Prior experience providing transportation services for special education needs is preferred.

LANGUAGE SKILLS:

- Ability to read, write, and comprehend simple instructions and short correspondences in the English language.
- Ability to communicate effectively verbally, expressively, and reactively.

OTHER SKILLS AND ABILITIES:

- On occasion, may fill in to drive bus/vehicles as needed.
- Required to complete bus driver training annually and complete defensive driving course every 3 years.
- Required to complete Reasonable Suspicion Training on an ongoing basis.
- Subject to random drug/alcohol testing of transportation employees performed periodically.
- Knowledge and experience using Microsoft Office, with particular emphasis on Microsoft Excel for data management, aggregation, analysis and reporting.
- Exercise confidentiality, discretion, and good judgement.
- Adhere to the assigned work schedule by maintaining regular and punctual attendance.

SUPERVISORY RESPONSIBILITIES:

- Supervises and evaluates the transportation department employees including operations supervisor, administrative assistant, mechanics, bus paraprofessionals, and drivers.