

## **NON-CERTIFIED POSITION AVAILABLE**

POSITION(S):            Transportation Director

APPLY TO:                Dr. Daniel Roach, Superintendent  
droach@wcs.k12.in.us  
Washington Community Schools  
301 E South St.  
Washington, IN 47501

SUBMIT:                 Completed Non-Certified Application  
Letter of Interest  
Resume

DEADLINE  
TO APPLY:                June 30, 2018

### **Purpose Statement**

The job of Transportation Director was established for the purpose(s) of directing Transportation services; providing information and serving as a resource to District administrators; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with District objectives as well as all relevant guidelines, codes, and regulations; and supervising and directing assigned staff.

### **Experience**

Job related experience with increasing levels of responsibility is required.

### **Qualifications**

- High School diploma
- Valid Driver's License & CDL with School Bus endorsement
- Applicant must complete and clear all Indiana background check requirements for school personnel
- Applicant must complete and clear drug screen

## **Essential Functions**

- Oversees daily transportation operations
- Assigns/records field trip request/assignments
- Receives/answers calls from parents and schools regarding transportation needs
- Assesses incidents, complaints, etc. (e.g. safety issues, transportation routes, legal issues, department staffing, etc.) for the purpose of resolving or recommending a resolution to the situation.
- Directs department operations (e.g. budgeting, safety programs, site inspections, preventive maintenance, etc.) for the purpose of providing services within established time frames and in compliance with related requirements.
- Inspects all aspects District transportation services for the purpose of ensuring that transportation activities are completed efficiently, and within regulatory requirements.
- Oversees vehicle preventative maintenance programs and activities for the purpose of ensuring school vehicles are maintained in a safe and effective operating condition.
- Performs school bus driver personnel functions (e.g. interviewing, evaluating, supervising, disciplining, directing, training, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving department objectives within budget.
- Recommends new hires, promotions, termination and transfers for the purpose of maintaining staffing needs and productivity of the work force.
- Recommends policies, procedures and/or actions related to District transportation services for the purpose of providing direction for meeting the District's goals and objectives.
- Researches new equipment / vehicles, laws, regulations, etc. for the purpose of recommending purchases, contracts and proper maintenance of district wide services.
- Responds to emergency situations during and after standard hours for the purpose of resolving immediate safety concerns
- Receive accreditation from the Indiana School Safety Specialist Academy to serve as a School Safety Specialist