

**Job Posting**

**Transportation Director**  
**Salary Range (\$85,000 - \$105,000)**

**QUALIFICATIONS:**

- Minimum of a high school diploma
- Post secondary degree and experience in school transportation systems preferred.
- Such other alternatives to the above qualifications as the collaborative board of Directors may, from time to time, find appropriate and acceptable.
- Such alternatives to the above qualifications as the Executive Director and Director Finance and Operations may find appropriate and in conformity with state and federal requirements.

**REPORTS TO: Director of Finance and Operations**

**SUPERVISES: Transportation administrative staff, drivers and monitors**

**IX. RESPONSIBILITIES:**

- Under the supervision of the Director of Finance and Operations, schedules and provides the safe and efficient transportation of students and oversees the maintenance of a fleet of vehicles
- Manage all phases of transporting students
- This includes administration of all use of Collaborative-owned vehicles and establishment and amendment of routes
- Maintains a log of district and parent exchanges regarding routes
- Ability to communicate effectively with district staff to promote ACCEPT Transportation

- Build relationships with member and non-member districts to implement and execute the expansion of ACCEPT Transportation
- Conducts compliance reviews
- Recommends policy formulation for Board of Directors consideration relative to transportation
- To operate the Transportation Department in a safe, cost effective manner; in accordance with the school budget and to constantly seek best practices
- Supervise maintenance and operation of all Collaborative owned vans and other related duties including the coordination of preventive maintenance and vehicle inspection with the Registry, consult on the purchase of new or used equipment
- Serve as substitute van driver in emergency situations
- Coordinates van evacuation drills for students
- Directly manage approximately 55 Drivers and 30 monitors.
- Personnel Administration: conduct safety and other related training courses for school van drivers, interview applicants for transportation positions.
- Oversee license renewals, pre employment and annual physicals and other compliance requirements
- Keep current with Pupil Transportation trends by attending conferences and meeting with other Transportation Directors etc
- Assist in preparation of Collaborative budgets, state reports, etc
- Prepare bid specification development for purchase, lease and contracting of vehicles
- Assists the Director of Finance and Operations with ridership estimates

- Manage two dispatchers and a Fleet Manager
- Be available or provide coverage on a 24 hour per day, 7 day per week for emergencies
- Serve as a liaison with school districts and parents for complaints and special requests
- Performs other related duties as directed by the Executive Director or the Director of Finance and Operations

B. Fiscal

1. Provide ACCEPT Business office with billing information.
2. Develop recommendations for future equipment and personnel needs.
3. Ensures accurate payroll

C. Administrative Responsibilities

1. Attend appropriate advisory committee and staff meetings as assigned by the Executive Director or Director of Finance and Operations.

X. ETHICAL:

1. Maintains confidentiality of staff and students and their records.
2. Maintains professional attitudes and productive relationships with parents / staff and administration.
3. Implement the Transportation Policies and Procedure Handbook / Parent/Guardian and Personnel Handbook.

**Hiring Manager:**

George McCormack (GMcCormack@ACCEPT.org)

Director of Finance and Operations

Jackie Lesage

Acting Executive Director