



# Marysville Schools

## Employment Application

Openings as of 4/28/2021

### ***Director of Transportation***

**JobID: 1911**

#### **Position Type:**

Administration/Director of Transportation



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#### **Date Posted:**

4/18/2021

#### **Location:**

Transportation

#### **REPORTS TO:**

Director of Operations

#### **EMPLOYMENT STATUS:**

Regular, full time

#### **FLSA STATUS:**

*Exempt*

#### **POSITION SUMMARY:**

Administer a safe and efficient transportation system that provides access to the full range of curricular and extracurricular activities offered by the school district.

#### **ESSENTIAL FUNCTIONS:**

- o Prepare and supervise the development and maintenance of bus routes and schedules using the district's automated routing system for all public and non-public schools as required in the district.
- o Ensure compliance with all State laws and regulations regarding school transportation and complete the annual Ohio Department of Education required reports.
- o Maintain safety standards, including preventative standards, according to State rules and insurance regulations; oversee department preparation for Ohio State Highway Patrol bus inspections.
- o Complete insurance reports as required.
- o Recruit and interview potential transportation department employees; recommend candidates to the Superintendent or Designee.
- o Supervise and evaluate all transportation personnel as required by district policy. Supervision and evaluation includes on-the-job observations.
- o Advise the Superintendent or Designee regarding school closings and delays during inclement weather.
- o Oversee the district field trip system and process.
- o Assist in securing contractual transportation as needed, to include the development of specifications for the contracts.
- o Make budget recommendations to the Director of Operations, and administer the transportation budget during the course of the school year.

- Check transportation time sheets as necessary to ensure accurate reporting. Responsible for forwarding approved time sheets to the Treasurer's office in a timely manner to meet district payroll schedules.
- Work cooperatively with Building and Central Office Administrators regarding discipline problems occurring on school busses in accordance with district policy.
- Act as liaison among drivers, parents and building administrators who have transportation complaints and special requests.
- Develop recommendations for the Superintendent, Assistant Superintendent or Director of Operations regarding future transportation needs.
- Manage the correspondence of the transportation department.
- Monitor the Bus Driver Handbook, making revisions as needed and distribute to all qualified department drivers.

***OTHER DUTIES AND RESPONSIBILITIES:***

- Attend assigned committee and staff meetings. Attend professional conferences and training as required to maintain current knowledge to effectively manage the department.
- Observe all safety, health and confidentiality regulations of the school district.
- Serve as a role model in the practice of ethical principles, responsible behavior and democratic values.
- Maintain an appropriate personal appearance.
- Perform other duties as assigned by the Superintendent or his designee.

***QUALIFICATIONS:***

- High School diploma.
- Post high school education preferred.
- Transportation and office management experience preferred.
- Strong technology skills preferred.
- Valid Ohio Driver's license; commercial license with bus passenger endorsement, preferred.
- Alternative to the above qualifications as the Superintendent and/or Board of Education may find appropriate.

***REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:***

- Well developed organizational and problem solving skills.
- Ability to communicate clearly and effectively, both orally and in writing.
- Ability to guide and supervise transportation workers.
- Knowledge of basic computer technology, or willingness to acquire such knowledge.
- Knowledge of the geography and population distribution of the school district, or willingness to acquire such knowledge.

***EQUIPMENT OPERATED:***

- School Buses and vans.
- Two-way radio.
- Office equipment and machines; for example, telephone, fax, copier.
- Computer/printer.

***WORKING CONDITIONS:***

- Operation of vehicles in all weather conditions.
- Potential exposure to compressed gases and liquefied petroleum.
- Exposure to noise from the Maintenance Department and bus garage.
- Potential exposure to blood or other bodily fluids and tissue.
- Occasional interaction with unruly children.
- Occasional interaction with angry or distraught adults.
- Potentially on call 24 hours per day.
- Regular requirement to sit, stand, walk, talk, hear, see, read, reach with hands and arms, stoop, crouch and kneel.
- Occasional requirement to lift, carry, push, pull materials and equipment, up to 25 lbs.

**NOTE:** The above lists may not be ranked in order of importance.

**CONDITIONS OF EMPLOYMENT:**

- o Length of Employment: One Year Limited Contract
- o Salary: Based on current classified salary schedule with appropriate experience and training
- o Fringe Benefits: Based on current classified handbook

**ADDITIONAL INFORMATION:**

Please submit a letter of interest and resume to the online application. **Please do not send materials through U.S. mail or by e-mail, all documents should be uploaded to your application.**

If your qualifications meet our needs we will contact you for further information and a possible interview.

The Marysville Exempted Village School District is an EQUAL OPPORTUNITY EMPLOYER and is in compliance with SECTION 504 OF THE REHABILITATION ACT OF 1973.

Posted Internally: April 27, 2021  
Internal Application Deadline: May 3, 2021

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FMLA regulations require all employers to post the [updated FMLA notice](#).

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