

Brown City Community Schools

Neil Kohler, Superintendent of Schools

Tracy Sheldon
Dir of Business Affairs

Brad Hale
BCHS Principal

Sean Hagey
BCES Principal

Cindy Burton
Dir. Of Athletics

Notice of Vacancy-2024-2025 School Year *Director of Transportation* *Internal Posting*

Position: Director of Transportation
Reports To: Superintendent
Deadline: Wednesday, March 19 or Until Filled
Starting Date: ASAP

Position Summary:

Responsible for the organization, administration, and supervision of the district transportation system in accordance with the state law and policies along with Board of Education Policies.

Duties and Responsibilities:

These duties and responsibilities are judged to be “essential functions” in terms of the Americans with Disabilities Act or ADA. The list is intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed.

- Organizes and implements a pupil transportation system within the policies of the Board of Education.
- Develop and maintain lists of children eligible for transportation services.
- Approves bus routes, safe bus stops, and can adapt routes as riders are added or taken off.
- Assigns drivers for field trips and extracurricular events that require transportation services.
- Recruits, interviews, assists new drivers and potential drivers to assure student safety and make quality recommendations for new bus drivers or sub bus drivers.
- Coordinates driver education programs for new school bus drivers.
- Maintains personnel records and reports to the business manager for payroll.
- Keeps updated records for preparation of state and local reports such as inventories, pupils transported, route mileage, time records, trips records, traffic accidents, and other required reports.
- Interprets and communicates required rules/laws/guidelines to all drivers and assures they are followed with fidelity.
- Makes recommendations to improve the overall pupil transportation department for the betterment of students, staff, and the district.
- Assist other administrative and maintenance staff in making decisions on school cancellations due to inclement weather.

Qualifications and Experience:

- High School diploma or equivalent. Experience in transportation (preferably school transportation). Certified or willing to secure CDL license with necessary endorsements (preferred).

Supervisory Responsibilities:

- Manages subordinate transportation department personnel (bus drivers, substitute bus drivers, mechanic). Is responsible for the overall direction, coordination, and evaluation of these employees.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, rewarding, and disciplining employees, and addressing/resolving complaints and/or problems.

Other Knowledge, Skills, and Abilities:

- Employee must have quality language skills to communicate with bus drivers, other school administration, parents, and students
- Employee must have quality customer service skills and the ability to handle complaints appropriately.
- Employee must have technical skills to manage bus route software, manage spreadsheets with fleet data, and the ability to effectively promote the transportation department.
- Employee must have problem solving skills to effectively construct a safe solution to issues that arise within the transportation department.
- Employee must have the ability to speak to the public regarding school transportation and promote their department.

Compensation / Benefits:

\$8,000 stipend in addition to current salary/wages and benefits. This salary may be adjusted (at discretion of superintendent) based on roles/responsibilities.

Deadline:

The deadline to apply for this posting ASAP/Until Filled

Application Process:

Qualified applicants interested in this position should send or email a letter of interest to:

Neil Kohler, Superintendent
Brown City Community Schools
4349 Second St., PO Box 160
Brown City, MI 48416
Email: nkohler@browncityschools.org

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