

DIRECTOR of TRANSPORTATION



Transportation Department

Purpose:

The Director of Transportation develops, directs, monitors, and maintains all operations and functions of the District's Transportation Department, in accordance with the District's Strategic Plan to assure safe, timely, and efficient transportation of students, staff and volunteers. The Director plans, implements, and enforces policies regarding safe transportation, and formulates specifications for school buses and other vehicles for procurement purposes.

Reports to: Associate Superintendent for Operations & Support Services

Nature & Scope:

The Director of Transportation ensures that all department functions are conducted in accordance with applicable local, state, and federal laws and regulations, District policies, and collective bargaining agreements. The position is responsible for all functions and operations of the Transportation Department, including supervisory responsibilities, safety, and financial stewardship.

The Director provides guidance and leadership for a mixed-fuel fleet that includes diesel and low/zero-emission vehicles, along with associated charging and energy infrastructure. Responsibilities include oversight of fleet operations; infrastructure planning to support safe and reliable service; operational resilience and emergency power capabilities (including vehicle-to-building and vehicle-to-grid applications); and the identification, pursuit, and administration of federal, state, and other funding sources supporting fleet and infrastructure investments.

Essential Job Functions:

1. Plans, directs, and supervises the operations and activities of the District's Transportation Department including the establishment of routes, scheduling and transport of students to and from school, special functions and activities, student conduct on buses, driver training, and the proper repair and maintenance of equipment.
2. Assures safe, timely, and efficient transportation services by administering the district's transportation resources in accordance with appropriate local, state, and federal regulations.
3. Directs changes in priorities and schedules as needed to ensure work is performed efficiently.
4. Oversee the year-round recruitment and selection process of new departmental staff in conjunction with Human Resources policies. Guides departmental supervisors in screening, interviewing, and hiring methods.
5. Oversee the training, professional development and performance management of Transportation Department employees.
6. Directs a continuing program of repair and maintenance of the district bus fleet and all other Transportation Department motorized equipment.
7. Reviews District Supplemental Plans and submits recommended changes to the Board

annually.

8. Develops the transportation budget, performs cost control activities, and monitors compliance of Transportation Department expenditures in collaboration with the Purchasing Department.
9. Leads long-range planning for fleet acquisition and replacement, including development of vehicle specifications; fleet electrification; supporting infrastructure; and operational resilience, including emergency power use.
10. Identifies, pursues, and administers federal and state grants and other funding opportunities; ensures compliance with all program requirements, reporting, and performance measures.
11. Assures safe working conditions and practices by implementing and directing safety training for drivers, and office and shop personnel; assures that staff are well trained in operating equipment safely and equipment is properly maintained for safety.
12. Ensures effective investigation and resolution of complaints about transportation services and driver conduct.
13. Investigates and recommends courses of action on those disciplinary problems that could result in suspension of pupil transportation services.
14. Attends School Board meetings when appropriate, responds to media requests and represents the district in public forums as necessary.
15. Conducts inclement weather reviews and analysis and provides recommendations whether to delay or close schools.
16. Maintains effective working relationships with members of the Transportation Department as well as other school personnel and community members, including those from diverse cultures and backgrounds.
17. Ensures compliance with all procedures outlined in the *Code of Professional Conduct* and *Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook* and the *Beaverton School District Transportation Employees Handbook*, and all other Beaverton School District Policies and Procedures.

Required Qualifications:

1. Must possess a bachelor's degree from an accredited college or university or equivalent training.
2. Must have at least four years' experience in a supervisory capacity.
3. Demonstrated experience in the field of transportation management.
4. Must possess excellent written and oral communication skills.
5. Must hold or be able to acquire a valid Oregon or Washington driver's license.

Preferred Qualifications:

1. Experience managing alternative-fuel and/or zero-emission fleet operations and charging infrastructure.
2. Experience identifying, writing, and administering federal and state grants, including reporting and compliance.
3. Working knowledge of fleet electrification, energy management, and resilience/emergency power applications.

Working Conditions:

The Director of Transportation works primarily within an office building and occasionally works outdoors in variable weather conditions including inclement weather. The work environment is often controlled and quiet, but the work environment will also frequently include moderate to

loud noise. The work environment may include exposure to unpleasant interior temperatures, dirt, and communicable diseases. At times the Director may be required to work outside in variable weather conditions including inclement weather.

Regular travel to the central office and all transportation facilities will be required and occasional statewide travel. Attendance at meetings or activities outside of the normal workday will also be required, including frequent, prolonged, and irregular hours including evening and weekend time.

Physical Requirements:

In 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

F – Frequently (2.5 – 5.5 hrs per day)

NA – Not Applicable

O – Occasionally (.5 – 2.5 hrs per day)

C – Continually (5.5 – 8 hrs per day)

Physical Requirements	NA	R	O	F	C
Sitting					X
Stationary Standing			X		
Walking (level surface)			X		
Walking (uneven surface)			X		
Crawling		X			
Crouching (bend at knees)		X			
Stooping (bend at waist)		X			
Twisting (knees/waist/neck)		X			
Turn/pivot		X			
Climbing (stairs)				X	
Climbing (ladder)		X			
Reaching overhead		X			
Reaching extension		X			
Repetitive use arms			X		
Repetitive use wrists			X		
Repetitive use hands grasping			X		
Repetitive use hands squeezing			X		
Fine manipulation			X		
Using foot control		X			
*Pushing/Pulling Maximum weight: 30 lbs.		X			
*Lifting/Carrying Maximum weight: 30 lbs.		X			

*Identify items typically moved: Transportation safety equipment, boxes, office equipment

WORKPLACE EXPECTATIONS

1. Maintain regular and punctual attendance
2. Follow site and/or District protocol for reporting absences
3. Follow all District policies, work procedures
4. Follow all reasonable requests/instructions by proper authority
5. Maintain the integrity of confidential information relating to students, staff, and District operations
6. Work independently in the performance of routine duties
7. Make sound decisions
8. Participate in required meetings and trainings related to the position
9. Maintain required licenses/certifications and successfully complete required trainings for the position
10. Utilize the District's electronic systems and applications related to the position
11. Dress in a professional and appropriate manner for the assignment and work setting
12. Demonstrate professionalism when working and communicating verbally and nonverbally with students, parents, and school personnel from diverse cultures and/or backgrounds
13. Cultivate and model a respectful working and learning environment
14. If employee is bilingual they may be required to interpret, translate documents, and/or communicate orally in the second language
15. Report to other work sites on a temporary basis to fill a significant need as determined by a District level administrator

Note: The description contained herein reflects general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Employees who hold this position may be asked to perform duties of other positions on the same classification level.

BSD believes that every individual makes a significant contribution to our success. The administration reserves the right to modify, add or remove duties as necessary that still reflect the essential functions of the department. It is our expectation that every employee will offer their services wherever and whenever necessary to ensure the success of BSD's goals.

Work Year: 255 days

Bargaining Unit: Non-represented

FLSA Status: Exempt

Date Approved: November 2015

Date Revised: February 2026

EMPLOYEE STATEMENT:

“I have reviewed the above position description and understand its contents. I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents. I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).”

Employee Name (print)

Employee Signature

Date

Beaverton School District does not discriminate in any programs or activities on any basis protected by law, including but not limited to, an individual's actual or perceived race, color, religion, sex, sexual orientation, gender identity, gender expression, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, veteran status, or because of a perceived or actual association with any other persons within these protected classes