

CENTENNIAL SCHOOL DISTRICT NO. 28J
VACANCY NOTICE
April 16, 2025



POSITION: Transportation Director (Non-Union)
LOCATION: Transportation Department
FTE: 1.0
CALENDAR: 260 Days Annually; July - June (will be prorated based on start date)
SALARY: \$101,575 - \$113,055 Per Year (will be prorated based on start date)
BENEFITS: PERS, Medical, Dental, Vision, Optional Insurances, Paid Leaves, Holiday Pay, etc.
START DATE: June 2, 2025
APPLICATION DEADLINE: Open until filled

JOB PURPOSE STATEMENT/S: The purpose of the Transportation Director is to support the total educational program and maintain good relationships with school personnel while insuring the efficient and safe operation of the Transportation Department as prescribed by district, state and federal laws, rules, policies and standards.

ESSENTIAL JOB FUNCTIONS:

- Establish and administer transportation routes, schedules, and procedures for all regular and special bus routes.
- Administer and oversee scheduling of activity trips and trip procedures.
- Recruit and supervise all bus drivers, and make recommendations on their employment, transfer, promotion, and release.
- Implement effective driver training programs.
- Administer and oversee training of bus drivers. Ensure all training meets or exceeds state requirements.
- Administer student training and evacuation drills in accordance with state rules.
- Administer effective student instruction programs in support of PBIS.
- Deal tactfully and appropriately with parents and administrators regarding transportation-related issues and concerns.
- Maintain an appropriate kindergarten student identification program.
- Administer SMS riding with drivers periodically to observe their pupil management skills and provide training/instruction.
- Administer trainer riding with drivers to conduct driving skills assessments.
- Track and maintain data to ensure accurate reports. Complete required reports in a timely manner.
- Keep and maintain all requested records in accordance with district and state retention rules.
- Attend appropriate committee and staff meetings.
- Administer preparation of transportation payroll reports on a monthly basis as required.
- Participate in district school boundary change decisions.
- Maintain safety standards in conformance with federal, state and district rules and policies and develop a program of preventive safety.
- Conform with all federal and state laws and rules and district policies regarding school transportation.
- Submit all reports required by state authorities.
- Investigate and report all vehicle accidents as required by state rules and district policy.
- Administer federal laws and district policies associated with drug testing for transportation.
- Establish and enforce rules/regulations associated with students riding buses.
- Manage electronic software applications for routing, activity trips and vehicle maintenance.
- Supervise shop operations ensuring all maintenance is in accordance with best practices, state rules and district policy.
- Administer student bus referral process.

OTHER JOB FUNCTIONS:

- Attend all appropriate Administrative Council meetings.
- Monitor weather conditions and manage/perform checks of road conditions and report findings and recommendation to supervisor.
- Maintain bus video system. View and extract video clips as needed. Ensure security and maintain video archives as appropriate.
- Prepare and submit budget as requested.
- Investigate, document and respond to complaints, concerns and service requests.
- Establish and manage monthly safety committee meetings for the Service Center.

- Conduct annual evaluations of drivers and staff.
- Manage outside contracts for all services related to transportation.
- Make recommendations for bus replacements.
- Manage alarm and key system to ensure facility security.
- Maintain transportation internet and intranet websites.
- Prepare and submit invoicing for non-transportation related services, e.g. vehicle repairs, fuel use, DHS services, etc.
- Organize, schedule, and conduct annual return to work driver in-service.
- Manage DMV driving record check program.
- Perform other duties as assigned.

JOB REQUIREMENTS – QUALIFICATIONS:

- **Experience Preferred:** Minimum of five (5) years successful driving experience. Previous experience in leadership positions associated with school bus transportation and safety required. Previous experience supervising vehicle maintenance and repair operations.

- **Skills, Knowledge and/or Abilities Required:**

Skills to operate a school bus transportation team consisting of bus drivers, mechanics, and clerical/office personnel. Skill in standard office equipment and high level of PC, software and technology use and understanding. Use English in both written and verbal form, use correct spelling, grammar and punctuation, perform basic arithmetic calculations, and supervise off-site employees. Project a pleasant manner, communicate effectively, and work harmoniously with employees, administrators, parents and students. Willingness to learn, grow and adapt to changing situations.

Knowledge of bus driving requirements and skills necessary for safe and effective student transportation and transportation dispatch principles.

Abilities to communicate effectively and carry out oral and written instructions, and to meet schedules and deadlines. Minimal physical abilities required include lifting/carrying, stooping/crouching, reaching/handling/fingering, talking/hearing conversation, near visual acuity/depth perception.

Ability to speak a second language preferred.

- **Education Required:** High school diploma; training in leadership and organization.
- **Licenses, Certification, Bonding, and/or Testing Required:** Criminal Justice Fingerprint Clearance (applicant agrees to assume cost upon offer of employment). Possession of a School Bus Driver's Certificate and Cardiopulmonary Resuscitation and First Aid Certificate.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on Evaluation of Support Staff Personnel. Reports to the Director of Business and Operations.

TO APPLY:

To be considered for this position, applicants are required to apply online through [PowerSchool SchoolSpring](#) with the following documents uploaded:

1. Letter of Interest/Cover Letter
2. Current Resume
3. Three (3) Current Letters of Recommendation

For information about the position, contact:

Paul Southerton, Director of Business & Operations
Email: paul_southerton@csd28j.org

For questions about applying, contact:

Shannon Burley, Confidential II Secretary
Email: shannon_burley@csd28j.org