



Lansing Unified School District 469

200 East Mary Street
Lansing, Kansas 66043
913-727-1100
www.usd469.net

Job Title: Director of Transportation

Reports to: Superintendent

Purposes and Objectives of the Position:

The Director of Transportation plans, organizes, and supervises all operations of the Transportation Department to assure the safe, timely, and efficient movement of students. The Director will also ensure there is effective repair and maintenance of all transportation equipment.

Qualifications:

- Bachelor's Degree or minimum five years demonstrated progressive success in business or operations management.
- Minimum three years successful experience with management of people including interviewing, scheduling, motivating & evaluating of transportation staff.
- Minimum three years successful experience with training in transportation procedures.
- Needs to be mechanically inclined and know how a school bus functions inside and out.
- Has Class B CDL with a DOT physical, CPR first aid with defensive driving course and drug test.

Duties and Requirements:

- Plans, organizes, directs, and controls the functions of the District Transportation Department.
- Responsible for all transported pupils reaching their safe destinations as determined by the program needs of the district.
- Organizes and directs a vehicle maintenance program for all district-owned vehicles.
- Makes decisions on when a bus is safe to be driven.
- On call after work hours for bus issues / breakdowns during all school-related transportation activities.
- Understands basic traffic around schools and works with staff to be sure parents/ community members are adhering to rules.
- Choose and communicates with vendors for all transportation parts and equipment.
- Meet with the superintendent yearly for an annual evaluation.
- Prepares monthly Director of Transportation Report for BOE to be shared via Board Docs during each regular board meeting.
- Administers the activities of the Transportation Department in accordance with all relevant Statutes, State Rules, School Board Policies and Administrative Directives.
- Confers with the superintendent at least once per month to advise and update central office on matters relating to facilities operation and discuss problems involving operation of the physical plan, establish work responsibilities, and finalize work schedules/project completion dates.
- Recommend employment and annually evaluate transportation personnel.
- Perform other related duties as assigned.

The district reserves the right to modify job duties or job descriptions at any time.

USD 469 Board of Education Policies

Knowledge, Skills, and Abilities Required:

- Ability to work cooperatively and constructively with others, including the ability to communicate effectively with a broad number of audiences.
- Ability to manage job responsibilities and to meet the established district outcomes.
- Ability to use necessary district-identified computer hardware and software, and other district-provided technology.
- Ability to physically adapt to the compressed time schedule of a school day and year.