Position Title: Director of Transportation
Reports To: Director of Business Administration, Chief Finance and Operations Officer
Supervises: None
Terms of Employment: Act 93 Administrator, Exempt

Job Summary:

As a Director of Transportation, your role involves overseeing all aspects of transportation services for students within a school district or educational institution.

Job Goal:

The Director of Transportation plays a crucial role in ensuring the safe, efficient, and reliable transportation of students to support their access to educational opportunities. Leadership, expertise, and commitment to excellence contribute to the overall success of the school district or educational institution.

Job Description:

Essential Duties and Responsibilities

- Direct, manage, and evaluate all student transportation services for public, nonpublic, charter, and special education students, ensuring compliance with PDE transportation guidelines, the PA School Code, and all federal and state safety regulations.
- Maintain and enforce the District's transportation policies, procedures, driver handbook, and standard operating practices.
- Plan, develop, and oversee efficient bus routes, schedules, and stops using routing software and data analysis to maximize safety, cost-effectiveness, and service quality.
- Supervise district transportation staff (e.g., routers, drivers) or contracted service providers, ensuring adherence to performance standards, route safety, and customer service expectations.
- Administer transportation contracts, agreements, and vendor relationships; monitor contractor performance; conduct regular audits of service quality and billing accuracy.
- Verify, maintain, and monitor required driver credentials, clearances, licenses, certifications, and training records before drivers are permitted to operate District vehicles.
- Develop and manage the transportation department budget, including forecasting mileage, fuel costs, staffing needs, and contracted services.
- Coordinate transportation for specialized programs, including special education placements, vocational/technical programs, homeless/foster youth (McKinney-Vento), extracurricular activities, and field trips.
- Conduct investigations of transportation-related incidents, accidents, or disciplinary matters; ensures corrective actions, policy adherence, and documentation.

- Ensure compliance with all safety training requirements, driver qualifications, vehicle maintenance standards, and inspection schedules.
- Maintain accurate records of transportation requests, route changes, complaints, incidents, and communications.
- Ensure compliance with required state reporting, reimbursement documentation, and transportation data collection.
- Support the opening and closing of school by ensuring transportation information is complete and ready for families, schools, and drivers.
- Participate in annual route planning and preparation for the start of each school year.
- Maintain confidentiality of student, family, and district information.
- Stay current on school transportation laws, safety requirements, and industry regulations, and serve as a resource to District staff, families, and transportation personnel regarding transportation operations.
- Acts as liaison with parents for complaints and special requests.
- Submits all reports required by the state for reimbursement and or compliance.
- Review, approve, and assign appropriate accounting codes to transportation department invoices.
- Assists other administrators with the discipline and safety of all students being transported.
- Serve as the district's primary liaison with local law enforcement, municipal officials, bus contractors, and PDE representatives related to transportation operations.
- Other duties as assigned.

Marginal Functions:

- Liaising with parents and staff.
- Respond to parent inquiries about transportation routes, schedules, and safety concerns.
- Work with school staff to ensure smooth drop-off and pick-up processes and resolve any transportation-related issues.
- Occasionally participate in community meetings, school board discussions, or other public forums to address transportation concerns or provide updates.
- Help communicate any changes or updates to transportation services to the public or school community.

Qualifications:

- High School Diploma or GED: Some school districts may hire individuals with a high school diploma if they have significant relevant experience.
- Bachelor's Degree (preferred, but not always required):
- At least 2-3 years of experience in transportation management or a related field, particularly in managing school bus services or similar transportation operations.
- Experience in a School Setting: Familiarity with how school systems operate, especially in terms of safety and scheduling.

Physical/Mental/Environmental Demands:

Qualified applicants will possess good oral and written communication skills, organizational skills, problem solving, and consultation and collaboration skills. Oral and written communication is required for sharing information with staff and parents. Computer processing and data entry are required for this position. Visual acuity and hearing are required for the delivery of assessment, intervention, and consultation services. Occasional lifting of materials and equipment of less than 25 pounds may be required. The ability to maintain emotional control under stress and work with multiple deadlines, a variety of people and personnel, and frequent interruptions is required.

Equal Employment Opportunity (EEO) Statement:

The Susquehanna Township School District is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or any other characteristic protected by law.