



East Liverpool City Schools

Home of the Potters

810 West 8th Street
E. Liverpool, OH 43920
Phone: 330.385.7132
Fax: 330.382.7673

EAST LIVERPOOL CITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: DIRECTOR OF TRANSPORTATION

QUALIFICATIONS:

1. Post-secondary education or relevant work experience in transportation management, logistics, or a related field.
2. Strong understanding of the educational environment and the critical role transportation plays in student success.
3. Proven record of safe driving and compliance with all background check requirements.
4. Demonstrated history of professional reliability and positive references.
5. Strong interpersonal skills with the ability to collaborate effectively across diverse teams, including staff, students, families, and external agencies.
6. Experience managing personnel and optimizing resources to enhance operational efficiency.
7. Commitment to maintaining excellent health and attendance for reliability in leadership.
8. Ability to work independently and proactively to ensure smooth transportation operations without constant oversight.

REPORTS TO: Superintendent of Schools

SUPERVISES:

- Bus Drivers
- School Bus Mechanics
- Bus Aides

JOB GOAL:

To ensure the safe, efficient, and reliable transportation of students, allowing them to fully participate in curricular and extracurricular activities across the district.

PERFORMANCE RESPONSIBILITIES:

1. Ensure compliance with all federal, state, and local transportation laws and safety regulations.
2. Establish and uphold rigorous safety standards aligned with state and insurance guidelines while promoting a proactive safety culture.
3. Maintain detailed records related to bus discipline, accidents, inspections, trips, driver qualifications, and other essential documentation.

Empowering our students to reach their fullest potential by forging innovative pathways to success.

Jonathan Ludwig, Superintendent

Anson Wiegand, Treasurer

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4. Recruit, train, and supervise all transportation personnel, making hiring and performance recommendations as needed.
5. Advise the superintendent on road conditions and safety concerns to support informed decisions regarding school closures and delays.
6. Act as the district liaison with transportation contractors for road hazard consultations and inclement weather assessments.
7. Collaborate with city and township officials on road maintenance, snow removal, and bus route accessibility.
8. Work closely with school principals and staff to coordinate special transportation needs, including field trips and extracurricular events.
9. Design, implement, and oversee a transportation program that meets daily instructional and extracurricular requirements.
10. Regularly evaluate and adjust bus routes to maximize efficiency, ensure safety, and align with district needs.
11. Schedule and oversee substitute drivers while maintaining compliance with district policies and union agreements.
12. Develop and update transportation schedules for all district and non-public schools served.
13. Attend relevant committee and staff meetings to advocate for transportation needs and improvements.
14. Approve and oversee transportation purchases within budgetary constraints and district policies.
15. Manage invoicing, payroll, and financial documentation related to transportation services.
16. Oversee the maintenance and preventative care of district-owned transportation equipment.
17. Prepare and submit all required reports for local, state, and federal authorities.
18. Actively address and resolve discipline issues occurring on school buses.
19. Administer ongoing training and in-service programs for transportation personnel in compliance with state requirements.
20. Maintain open communication with parents regarding transportation concerns, complaints, and special requests.
21. Assess and provide recommendations for future transportation needs, including fleet updates and personnel adjustments.
22. Ensure attendance at mandatory in-service sessions for drivers and substitutes.
23. Perform other duties as assigned by the Superintendent to support the district's mission and operational goals.

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