RSU No. 5 Durham ~ Freeport ~ Pownal
Director of Transportation
Job Description

QUALIFICATIONS:

1. Minimum of five years experience in student transportation.
2. Successful experience in a supervisory role.
3. Possess strong organizational skills as well as the ability to handle multiple projects professionally.
4. Experience with transportation routing software preferred.
5. Current Department of Education Criminal History Record Check Authorization (CHRC).

REPORTS TO:
Superintendent of Schools

JOB GOAL:
The Director of Transportation's primary duty will be to provide safe transportation for all students and to build positive working relationships with staff, contractors and other vendors.

PERFORMANCE AREAS:

1. Communicates effectively with staff, students, parents, and administration.
2. Provides effective leadership as evidenced by good planning, organization, and creativity.
3. Assumes responsibility for personal growth and development through participation in workshops, meetings, and seminars.
4. Interprets and administers local, state and federal regulations, statues, and policies.
5. Prepares federal and state reports as required.
6. Acts as a liaison between the district and the public on matters related to bussing and other transportation.
7. Assumes responsibility for the selection, supervision, and evaluation of department staff and provides them with educational opportunities for growth.
8. Develops and implements efficient and effective routes for the transportation of students in buses and vans.
9. Schedules transportation for athletics, field trips and other specialized transportation.
10. Plans, organizes, and assigns the work of the transportation staff including the mechanic.
11. Prepares and administers yearly transportation budget.
12. Oversees the inventory and maintenance of the transportation fleet.
13. Coordinates the purchase of buses and vans for the district.
14. Establishes inventory controls for supplies, tools and equipment.
15. Arranges for the procurement, bidding, contracting, and supervision of the work by outside contractors related to transportation.
16. Maintains records and submits reports requested by the Superintendent of Schools.
17. Ensures compliance with required training in safety laws, rules, and regulations.
18. Performs other such duties and assumes such other responsibilities as assigned by the Superintendent of Schools.

LEGAL AND ETHICAL DUTIES:

1. Maintains confidentiality about all aspects of the work.
2. Follows health and safety procedures established by the system.
3. Demonstrates dependability, integrity, and other ethical standards.
4. Observes Policies adopted by the Board of Directors.
5. Meets and follows all State and Federal laws and regulations.

TERMS OF EMPLOYMENT:
Twelve month year. Salary and benefits to be established by the RSU No. 5 Board of Directors.

EVALUATION:
Evaluated annually by the Superintendent of Schools.

NOTE:
The above job description reflects the general requirements necessary to describe the principal functions and responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

To perform successfully in this position, an individual must perform each duty and responsibility satisfactorily. The requirements are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the terms and conditions of this position.

Employee's Printed Name:_____

Employee's Signature:_____ Date:_____

Original to Personnel File
File Copy to Employee
Adopted: March 23, 2023; Revised February 26, 2026