ST. MICHAEL - ALBERTVILLE SCHOOLS

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POSITION DESCRIPTION

SECTION I: GENERAL INFORMATION

Position Title: **Director of Transportation**	**Department / Building:** Transportation / District Office
Reports To: Executive Director of Business Services	**FLSA Status:** Exempt
Grade / Subgrade: Director	**Bargaining / Work Unit:** Non-Affiliated
Duty Year: 260 or 261 days	**Position Last Updated:** 06-01-2026

SECTION II: JOB SUMMARY

Responsible for coordinating and working with the bus company and district staff to provide transportation services for the district. Responsible for the daily operations of the transportation department, managing the routing database software, and for excellent customer service with parents, staff, administration, and the community regarding transportation issues. Also responsible for assisting with contract negotiations.

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility #	1	**Statement of duty/responsibility:** Safety, Compliance and Risk Management
Percent of Time	50%	

Tasks involved in fulfilling above duty/responsibility:

- Responsible for managing day-to-day issues requiring enhanced coordination between district administration and the bus company; serve as the primary point of contact for transportation-related issues; efficiently problem solve which may include visiting bus stops, riding routes on occasion, assisting at school building pick-up and drop-off times, etc.
- Ensures compliance with federal, state and local transportation laws and Department of Transportation mandates on district vehicles.

- Manages the VersaTrans or current database and all routing and scheduling within the system.
- Monitors all routes and stops at the beginning of the school year, preparing maps and communications with the district.
- Provides district leadership for all aspects of student transportation maintaining visibility, appearing and monitoring bus stops, routes, building drop off and pick up sites, and vehicles on a routine basis and meeting with the district transportation provider regularly.
- Maintains district driver documentation in coordination with the human resources department, all driver records, including schedules, inspection reports, license data, training records, certifications, etc.
- Monitors bus route records, including number of students, and miles driven.
- Collects all information necessary in the case of bus accidents and reports to supervisor and other district administration.
- Maintains records and reports as directed and/or required by law.
- Complies with district state/federal transportation reporting required.

Duty/Responsibility #	2	**Statement of duty/responsibility:** Communication and Compliance
Percent of Time	25%	

Tasks involved in fulfilling above duty/responsibility:

- Responsible for timely communication with stakeholders about bus and transportation issues including closures, school changes impacting route times, and other related issues.
- Responsible for ensuring compliance with the applicable transportation contract including the implementation of a process and system for monitoring delivery times.
- Responsible for working closely with the bus company to ensure timely responses and solutions to parental inquiries.
- Responsible for implementation of a system to provide for a fee-based open enrollment registration in concert with district directives.
- Responsible for working closely with special services to ensure effective monitoring and compliance of special education IEPs and the safe transportation of students.
- Responsible for oversight over the designated transportation budget and reviewing applicable invoices in coordination with the Director of Business Services.
- Maintain effective relations and communication with staff, families, and community; including communicating and representing the district with the cities and county related to road use and/or construction within the district.
- Keeps informed of school transportation rules, regulations, and changes as issued by various departments of the State of Minnesota.

Duty/Responsibility #	3	**Statement of duty/responsibility:**

Percent of Time	20%	Special Transportation and Open Enrollment

Tasks involved in fulfilling above duty/responsibility:

- Responsible for monitoring special education personnel in close coordination with the special services department.
- Maintains day-to-day supervisory authority over special education paraprofessionals in coordination with special services administration with respect to daily assignments, schedules, and directives needed to maintain successful transportation operations;
- Coordinates with special services administration to ensure timely student transportation processing and billing;
- Coordinates with special services administration to ensure compliance with applicable student education plans including IEPs, 504 plans, and the *McKinney-Vento* Act
- Coordinates with building principals in facilitating the workflow for requesting building related transportation outside of the start and end of school including field trips;
- Coordinates with the Activities Director and administration in facilitating the workflow for requesting activity and event transportation in conjunction with the district's transportation provider; and
- Responsible for managing and coordinating open enrollment registration annually.

Duty/Responsibility #	4	**Statement of duty/responsibility:** Safety and Special Projects
Percent of Time	5%	

- Organizes and conducts on-site safety orientation for district personnel related to transportation.
- Attends meetings, workshops, and training sessions as directed.
- Performs other job-related duties as requested or assigned.

SECTION IV: KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to organize and supervise the transportation database system.
- Knowledge of vehicle safety laws and regulations.
- Knowledge of mechanics of the bus fleet, needed parts, supplies and general maintenance.
- Ability to work purposefully, confidently, and independently within authority and responsibility parameters of the position with minimal supervision.
- Demonstrated listening skills.
- Ability and willingness to collaborate and cooperate with other staff in accomplishing the goals of

the transportation department.
- Knowledge and ability to maintain a good working knowledge of the site, area(s) and student population(s) to which assigned.
- Ability to develop and maintain effective working relationships with students, staff, and parents.
- Ability to communicate in oral or written form in a grammatically correct manner.
- Ability to read and interpret simple directions and comprehend written information.
- Ability to interpret directions and clearly articulate expectations to students and staff.
- Knowledge, skill, and ability to respond calmly and appropriately in emergency situations.
- Knowledge of and compliance with all District policies and procedures applicable to effectively performing this position as outlined in the job description.
- The knowledge, skill, and ability to set up, maintain, and ensure the security and confidentiality of data and information, particularly student related records.

SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

- High school diploma or GED required.
- Prior transportation experience in school or similar settings strongly preferred.
- College degree and/or prior administrative experience including supervisory experience strongly preferred

SECTION VI: EXPERIENCE REQUIREMENTS

- Five years of experience managing transportation operations in an educational setting is preferred.
- One year of experience hiring and supervising staff is preferred.

SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission, which is to provide a safe educational environment where students develop lifelong learning skills that nurture positive attitudes and self-worth.
- Performing assigned responsibilities in a manner consistent with the District's established Core Values.
- Advancing the District's mission and values through careful attention to the key issues of Learning, Environment and Resources.

SECTION VIII: PHYSICAL JOB REQUIREMENTS

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

Demands					
N = never **/ O =** occasionally (1-33%) **/ F =** Frequently (34-66%) **/ C =** Consistently (67-100%)					
Physical		**Lifting/Carrying**		**Exposure to Environmentals**	
Standing	F	Up to 10 pounds	F	Possible exposure to blood-borne pathogens through body and/or body fluids	O
Walking	F	Up to 25 pounds	F	Toxic chemicals	O
Sitting	F	Up to 50 pounds	O	Moving parts	O
Talking in person/on the phone	F	Up to 75 pounds	O	Electrical shock risk	N
Pushing/pulling	O	Up to 100 pounds	N	Explosives	N
Hearing	F	More than 100 pounds	N	Fumes	O
Feeling, grasping, finger dexterity	F	**Noise Levels**		Extreme cold (non-weather)	N
Climbing, balancing	O	Quiet (i.e. private office)	O	Extreme heat (non-weather)	N
Stooping (bend at waist)	O	Moderate noise (i.e. business office with printers, light traffic)	F	Varying weather conditions	F
Crouching, crawling, kneeling, squatting	O	Loud noise (i.e. many children laughing and playing, large earth moving equipment)	F	**Sight**	
Stretching/reaching with hands and arms	O	Very loud noise (i.e. jack hammer, front row rock concert)	N	Vision for close work/ability to adjust focus	F
Distinguishing smell	O			Looking at computer monitor	O
Distinguishing temperature	O			Color vision (identify and distinguish colors)	F
Traveling by automobile	F			Peripheral, depth perception	F

NOTICES

Notice of Nondiscrimination

St. Michael-Albertville School District 885 does not discriminate on the basis of disability in admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. District 885 also does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 compliance coordinator for personnel, Douglas Birk, Director of Administrative Services, at 763-497-6504.

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Equal Employment Opportunity Employer Notice

The St. Michael-Albertville School District 885 is an equal employment opportunity employer who applies veteran's preference during hiring in accordance with applicable laws and district policy. The STMA District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, marital status, sex, status with regard to public assistance, disability, sexual orientation, age, family care leave status, or veteran status.