Adams 12 Five Star Schools

Job Description
Updated/Revised: **July 2026**

Job Title:	**Director, Transportation & Fleet Operations**	Job Code:	**5010**
Job Family:	**Non-Certified**	FLSA Status:	**Exempt - E**
Pay Program:	**Administrative**	Pay Range:	**L20**
Typical Work Year:	**12 months**		

SUMMARY: Develop and maintain a safe and efficient transportation system that allows students the option to take full advantage of educational opportunities offered through curricular and extra-curricular activities. Supervise the comprehensive operation of school buses, fleet maintenance, and pupil transportation, including supervision of all employees, fiscal integrity, and interpersonal relationships.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Establish and maintain internal and external communication processes for the achievement of customer satisfaction. Respond to customer inquiries, determine action required and implement appropriate action	D	12%
2. Oversee daily student transportation and fleet maintenance operations.	D	10%
3. Assume responsibility for maintaining and monitoring compliance with federal and state rules and regulations and Superintendent Policies as they relate to transportation. May be responsible for review, approval and verification of reported time in district time and labor system. May prepare and analyze time and labor reports and complete paperwork for payment of stipends and other pay.	D	10%
4. Approve expenditure of department funds.	D	5%
5. Promote a productive environment for all district staff and students by recognizing and solving problems, and encouraging teamwork, creativity and understanding.	D	5%
6. Recruit, train and supervise transportation personnel and make recommendations related to employment, transfer, promotion and termination.	D	5%
7. Generate and supervise written communication representing the Transportation Department.	W	5%
8. Communicate with the Department of Special Education to provide reasonable, safe and prudent transportation services in compliance with Individuals with Disabilities Education Act (IDEA) and Free and Appropriate Education (FAPE).	W	5%
9. Track and monitor department expenditures to remain within current fiscal budget through the use of district information technology systems.	M	5%
10. Work with employees to establish processes to assess needs and identify plans and procedures to improve driver and department performances.	M	5%
11. Participate in the internal planning process for the development and recommendation of future District educational needs and site plans.	Q	10%
12. Work collaboratively with the superintendent and the director of risk management in the development of procedures and recommendations for school delays and or closures during emergencies and/or inclement weather.	Q	5%
13. Develop a departmental budget for the efficient allocation of resources.	A	10%
14. Develop recommendations for future equipment and personnel needs based on future enrollment projections, boundary changes and new school construction, including vehicle replacement needs paired with new growth demands.	A	5%
15. Evaluate transportation staff performance in accordance with District and Classified Association guidelines.	A	2%
16. Perform other duties as assigned.	Ongoing	1%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in business or related area. Equivalent relevant experience may be substituted for this requirement.
- Minimum of three (3) years of experience in business administration and management.
- Minimum of three (3) years of experience in transportation.
- Must complete the Progressive Discipline and Classified Evaluation System District courses within one year of entering position.
- Must complete CDE Training for New Directors

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Valid Colorado driver's license required.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Excellent interpersonal relations and oral and written communication skills.
- Extensive knowledge of state and federal rules and regulations regarding commercial drivers, school bus transportation, vehicle safety standards, transporting students with disabilities and drug and alcohol testing.
- Intermediate to advanced knowledge of vehicle maintenance; automated routing programs.
- Intermediate to advanced knowledge of developing, monitoring, and coordinating a budget.
- Ability to stay current with district policy, standards, and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.
- Ability to promote and follow Board of Education policies, District policies, building, and department procedures.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIAL AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Executive Director, Business Services	5086

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Transportation/Operations Manager	1	3057
	Fleet Manager	1	050503

- Supervisory responsibilities include hiring, disciplining, terminating, directing work, assigning work, training and evaluating.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Solely responsible for developing, administering, monitoring, and coordinating the budget for the operations and fleet maintenance divisions of the department.
- Manage the capital reserve fund used to purchase district vehicles, including school buses.
- Participate in initiating requisitions.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle and/or feel				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
11 to 25 pounds			X	
26 to 50 pounds		X		
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute			X	
Synthesize		X		
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles		X		
Toxic or caustic chemicals	X			
Outdoor weather conditions			X	
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration		X	D	

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	