Columbia Public Schools
Excellence in Education for *All* Students
Job Description

POSITION PROPERTIES

Position Title: Director of Transportation
Schedule / Grade: Salaried Support / 8
Job Code: 01DIRCT657
FLSA: Exempt
Calendar: ADSUP-S
Benefits: Eligible (Retirees not Eligible)
Contract Type: Admin
Bargaining Unit: None
Revised Date: 09/12/2025

PURPOSE

The Director of Transportation plans, directs, coordinates and oversees the transportation function pertaining to the operation of the district transportation program including contracts with vendors, and the district's budget for all transportation services. The Director is responsible for meeting scheduling demands and recommending solutions to incidents, complaints, and/or accidents. The Director assures vendor responsibility for the safety of drivers and students as well as the effectiveness and efficiency of district transportation.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Attends meetings, trainings, and in-services for the purpose of maintaining skills, receiving and conveying information on new and improved procedures, as well as complying with district requirements.
- Communicates information and instructions to student transportation vendors for the purpose of addressing a variety of situations that may impact scheduled transportation. Ensures all communications with vendor are timely.
- Oversee and ensure that transportation vendors provide in-service training for transportation personnel (new equipment, safety, rules/regulations, driving methods, etc.) for the purpose of providing information necessary for them to perform the functions of their job.
- Coordinates with Elementary and Secondary Education for the purpose of planning and implementing transportation for their students requiring special busing and bus attendants.

- Coordinates with Student Services for the purpose of planning and implementing transportation for McKinney Vento students requiring special busing services.
- Coordinates with the Athletics Department for the purpose of planning and implementing transportation for their students, assuring reliable and timely support of all activity programs.
- Works with contractor to develop school bus routes (route maps, route sheets, route alterations, special trips, etc.) for the purpose of determining driver and equipment requirements to meet the daily transportation needs of the district.
- Oversee the investigation of incidents, complaints, and/or accidents for the purpose of resolving and/or recommending a resolution to decrease incidents, complaints, and/or accidents.
- Monitors transportation budget and expenditures for the purpose of ensuring that allocations are accurate, and expenses are within budget limits and/or fiscal practices are followed.
- Oversees functioning of transportation operations of the district for the purpose of ensuring an effective, efficient, and safe working and educational environment, where transportation equipment, tools, and vehicles are utilized appropriately and efficiently to support routine functions of the district.
- Participates as a member of the leadership team in order to determine and/or support key operational decisions, particularly where transportation issues are being considered.
- Participates with the district purchasing department to procure all materials and equipment (analyzes inventory, developing specifications, solicit competitive price quotes, etc.) for the purpose of ensuring necessary items are available for operation of transportation program.
- Responds to inquiries and requests from parents, staff, public, and district administrators for the purpose of providing information concerning routes, stops, schedules, loads, rules and regulations, and other information as appropriate.
- Supervises assigned transportation staff (hiring recommendations, interviewing, training, evaluations, complaints, etc.) for the purpose of maximizing the efficiency of the work force and meeting operations requirements.
- Ensures student transportation vendors fully comply with bid specifications and transportation agreements throughout the contract term.
- Works with the district's Special Services Department to assure the highest possible reimbursement for eligible services.
- Responsible for oversight and review of vendor rider counts and reporting, annual transportation funding applications, and other reports as required by the Department of Elementary and Secondary Education.
- Ensures the district receives full value for its transportation expenditures by confirming student transportation vehicles are assigned and routed to achieve maximum use of their time and capacity.
- Coordinates with district purchasing and legal team to ensure transportation agreements are bid and awarded fairly, in the best interest of the district, and according to policies and laws of all government levels of the district.

- Responsible for management of district non-student transportation fleet, which includes training of district personnel, lease management in conjunction with Chief Operating Officer and Chief Financial Officer.

Perform other duties as necessary to support the mission and vision of Columbia Public School District.

DISTRICT EXPECTATIONS

All employees of the District are expected to adhere to the policies and regulations of the Board of Education, maintain appropriate certification and competencies necessary for the position, and demonstrate the values of the district at all times. For information on polices, regulations and values, visit http://www.cpsk12.org

REPORTING RELATIONSHIPS

Reports To: Chief Operations Officer

Supervises: In collaboration with DS Bus Lines, supervises, ensure compliance and safety regulations, and contract management responsibilities comprised of approximately 160 bus personnel and 9,000 eligible ridership annually.

QUALIFICATIONS

Minimum: Bachelor's degree in transportation, business, public administration, operations, management, leadership, or other related field of study; 3 years of progressively responsible experience in transportation, logistics, management, operations, public education or other applicable experiences; School Bus Instructor Certification, CDL Class B with P endorsement or able to obtain, and Missouri School Bus Permit or able to obtain.

Preferred: Master's degree in business, transportation management, or public-school administration; experience leading or directing a transportation program, experience leading or directing operations/logistics and/or transportation within a school district.

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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ADA REQUIREMENTS

Language: Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; write routine reports; communicate instructions to

employees; speak above engine and mechanical noise; read various types of maps. These are essential functions of the job.

Computation: Perform basic calculations using weight measurements, volume, and distance; apply concepts such as fractions, percentages, and ratios to practical situations. These are essential functions of the job.

Reasoning: Solve a variety of problems in many different situations; interpret instructions presented in written, oral, diagram, or schedule form; demonstrate executive functions such as planning, organizing, remembering, and regulating information; receive and resolve complaints; define problems, collect data, establish facts, and draw valid conclusions. These are essential functions of the job.

Technology: Present information using a variety of media/technology sources. Access and create reports using the District's student information software and databases. Readily utilize smart boards, projectors and other instructional technology provided by the district. Adhere to all District policies and procedures regarding technology use. These are essential functions of the job.

Other Skills and Abilities: The ability to establish and maintain positive relationships with others; Excellent customer service skills. These are essential functions of the job.

Physical Demands: Drive and must be able to climb into/out of buses; hear and communicate in noisy environments; normal visual acuity and field of vision. These are essential functions of the job.

Attendance: Consistent and regular attendance is an essential duty of this position.

Conditions and Environment: Regularly work in temperatures below 32 degrees and above 100 degrees Fahrenheit; occasionally work in rain, sleet, and ice and drive on slippery conditions; often work in an environment with a high noise level including engine noise, a raised voice may be necessary. These are essential functions of the job.

Prospective and current employees with disabilities are encouraged to contact human resources to discuss reasonable accommodations to perform the essential job functions.

Equal Opportunity Employer