Licking Valley Local School District
1379 Licking Valley Road NE
Newark, OH 43055

Job Posting: 2026-2027 School Year
Position: Director of Transportation
Reports to: Superintendent
Primary Contact: Paul Smathers
Email: smathersp@lvschools.us
Starting Date: July 1, 2027, with an initial period of shadowing and on-the-job training alongside the current Director beginning January 18, 2027
Contract Days: 260
Salary: Commensurate with experience
Application Deadline: December 18, 2026
Application: Director of Transportation Job Application

Job Objectives
Plans, delivers, assesses, and oversees ongoing improvement of transportation services.

Minimum Qualifications

- High school diploma. Post-secondary transportation training or work experience is required.
- Holds or is qualified to obtain a state issued pupil transportation certification.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules and board policies.
- Commitment to keep current with workplace innovations that enhance personal productivity.
- Ability to monitor and manage compliance with transportation and environmental laws/regulations.
- Accounting skill and the ability to accurately compute and record mathematical data.
- Valid driver's license. Meets all prerequisite and ongoing qualifications to be covered by the district's insurance carrier.
- Ability to deal with stressful situations related to interactions with students, parents, and staff.

Essential Functions
The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Directs pupil transportation services, ongoing driver training, and vehicle maintenance programs.
- Participates as an active member of the management team. Upholds board policies and follows administrative guidelines/procedures.
- Promotes the district's mission, philosophy, and vision. Builds internal/external partnerships that support district goals and enhance student learning.

- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address questions/concerns.
- Encourages innovations. Analyzes data to improve school operations. Serves as an information resource. Helps develop and implement the district's strategic plan.
- Provides staff leadership. Engenders staff enthusiasm and teamwork. Promotes a safe, efficient, and effective work/learning environment. Advances the change process. Implements strategies and time-frames to accomplish organizational objectives. Helps resolve problems.
- Administers the board-approved budget for assigned areas of responsibility. Approves the purchase of supplies and equipment. Ensures that program resources are equitably apportioned.
- Plans, procures, and manages supplemental service contracts related to assigned programs.
- Manages cost-control programs. Prepares bid specifications. Obtains price quotes. Prepares comparative data (e.g., quality, warranties, discounts, delivery dates, etc.). Approves invoices for payment. Prepares revenue/expense projections. Maintains accurate inventory records.
- Recommends the replacement of equipment necessary to ensure fleet effectiveness.
- Pursues funding opportunities. Helps prepare grant/foundation applications. Implements funded proposals and complies with reporting requirements.
- Participates in transportation staff selection and orientation processes. Ensures the equitable distribution of workloads. Arranges for substitutes during staff absences as needed.
- Trains transportation staff in procedures to effectively accomplish assigned duties.
- Shares knowledge about advances in operational procedures and equipment technology.
- Monitors bus driver training requirements. Promotes defensive driving. Verifies that drivers are qualified and correctly licensed. Ensures that drivers are familiar with all aspects of assigned duties.
- Promotes professionalism. Implements locally developed personnel appraisal standards.
- Prepares schedules/bus routes using computerized routing software. Assigns drivers. Provides for the timely distribution of routing information. Works with the staff to address the needs of students with disabilities.
- Prepares transportation rosters (e.g., bus identification, student names, grade levels, building assignment, pick-up and drop off points, time schedules, etc.).
- Maintains up-to-date student information on each bus.
- Coordinates the non-routine use of buses (e.g., field trips, athletic contests, etc.).
- Promotes bus safety. Supervises evacuation drills. Prepares bus safety program materials.
- Investigates and prepares accident reports. Documents all injuries that require treatment.
- Administers an ongoing vehicle maintenance program. Recommends effective procedures to deal with emergency repairs. Coordinates annual state patrol bus inspections.
- Maintains an inventory of essential supplies. Oversees compliance with safety/environmental regulations. Inspects completed repairs. Maintains repair logs.
- Monitors road and weather conditions. Recommends the need to delay or cancel services.
- Responds to transportation emergencies as needed.
- Assists other staff as needed to deal with unexpected or urgent situations.
- Ensures that vehicles and storage areas are secured at the end of the workday.
- Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other concerns.

- Upholds the student conduct code. Maintains high expectations for behavior and performance. Helps with pupil management issues. Prepares student conduct reports as directed.
- Monitors safety concerns. Works with stakeholders to manage or eliminate risk factors.
- Supervises collection, verification, and data entry/recording of program information as directed.
- Maintains complete and accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Encourages parent organizations and promotes school-sponsored activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Personifies integrity. Acknowledges personal accountability for decisions and conduct.
- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Values diversity. Skillfully manages individual, group, and organizational interactions.

Supervisory Responsibility

Supervises and evaluates assigned staff under the direction of the superintendent. Assumes responsibility for the results of duties delegated to staff.

Working Conditions

To promote safety, employees are expected to exercise caution and comply with safety regulations and district policies/procedures when involved in the following situations/conditions.

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle. Working in/near active vehicular traffic.
- Performing tasks that require strenuous physical exertion.
- Traveling to meetings and work assignments.
- Working in proximity to moving mechanical parts.

Performance
Job performance is evaluated according to policy provisions and contractual agreements adopted

Evaluation
Job performance is evaluated according to policy provisions and contractual agreements adopted by the Licking Valley Local School District Board of Education.

The Licking Valley Local School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.

To Apply
Complete the Director of Transportation job application and submit your resume to Paul Smathers at smathersp@lvschools.us