***Ms. Barbara J. Gregory***

***Assistant Superintendent for Human Resources***

***P.O. Box 900, Penfield, NY 14526***

***Phone: (585) 249-5709***

***FAX: (585) 248-8412***

POSTING: February 2, 2021

**DIRECTOR OF TRANSPORTATION**

**The Director of Transportation is an administrative position which reports to the Assistant Superintendent for Business and Finance and oversees the planning, budgeting and supervision of all functions of the pupil transportation system.**

**Job Duties-**

* Developing and administering transportation department budget
* Developing all transportation routes for district students to include scheduling of times, locations and stops and assignment of drivers
* Determining special transportation needs including utilization of contracted services
* Directing and arranging transportation for field trips, athletics, extra-curricular activities, summer programs and others
* Overseeing fleet maintenance including service, repair, preventative maintenance and compliance with inspections
* Reviewing and compiling statistics needed for maintenance mileage, student transport and state reporting
* Reporting and authorizing payroll, conducting annual reviews and providing training
* Addressing disciplinary responsibilities as needed
* Ensuring compliance with contractual language
* Conducting interviews and hiring as needed
* Authorizing bill payments, recommends purchases
* Attending and presenting at parent meetings regarding transportation policies and practices

**Qualifications-**

* Must hold or be eligible for the civil service title Transportation Director II or hold NYS Certification as a School District Leader/Administrator
* Experience in the transportation field
* Hold or be eligible for a CDL-B license with P and S endorsements
* 19A Examiner and SBD Instructor certifications preferred

**Compensation-**  
   
The district will offer a regionally competitive salary and benefits package for this 12-month position.

**Effective Date: July 1, 2021**

If interested, please apply on the Job Opportunities page at www.penfield.edu.

**Deadline: Friday, March 12, 2021**