



# Director, Student Transportation

## Non-Classified Classification

**Open for Recruitment:** July 6, 2017 – July 27, 2017

**Announcement #** NONCLS067839

**Salary Range:** \$30.00 - \$36.77 per hour (\$62,400 - \$76,481 yearly) [-Plus Competitive Benefits!](#)

**Location(s):** Boise

**SPECIAL NOTIFICATION:** This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

**The State Department of Education (SDE) is looking for a highly qualified candidate to fill the position of Director of Student Transportation.**

The Director of Student Transportation provides direct supervision and oversight for administering the state's Student Transportation Program and reimbursing school districts and charter schools for the allowable transportation costs to transport their students. The Director reports to the Chief Financial Officer.

This is a full-time position serving under appointment of the Superintendent of Public Instruction. This position is executive exempt status and therefore ineligible to accrue comp time for hours worked in excess of forty (40) per week.

### **RESPONSIBILITIES:**

- Promote safety of pupil transportation programs statewide.
- Supervise Transportation Program and staff.
- Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws, including interviewing; assisting with hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Develop annual budgets for Student Transportation.
- Perform bus inspections and transportation, funding cap, and fiscal reviews, as needed.
- Oversee and assist in development of transportation manuals and forms.
- Perform duties with awareness of all federal laws, State of Idaho Statutes, Board of Education rules and school district requirements.
- Compose and approve correspondence to districts, charter schools, contractors, patrons, and companies for student transportation.
- Interpret transportation procedure and regulations to public and staff.
- Approve schedules, travel, and expenditures for student transportation.
- Represent the SDE at Legislature, State Board of Education, and other state and Federal agency meetings.
- Attend regional district meetings and conferences.
- Assist school districts, charter schools, contractors, patrons, and other agencies, as needed.
- Review reimbursements to school districts and charter schools.
- Develop Basic School Bus construction standards for Idaho.
- Make recommendations that may improve transportation services and efficiency such as rules and regulations.
- Develop and present changes in rule and code to Board Rule and Idaho Code to the State Board of Education and Idaho Legislature.
- Compose articles for newsletters and web postings.
- Assist in accident investigations within the state's jurisdiction.
- Develop and present school bus driver, transportation supervisor, and technician training programs and workshops.
- Assists specialist in other regions with reviews and spot inspections.

- Assists in financial audits.
- Research and development of material for driver training program.
- Research and development of material for Supervisor's management program.
- Development of resource and training material for districts struggling with compliance ratings.
- Development of procedure for new changing technology.
- Assist in development and presentation of annual financial and transportation workshops.
- Represent the SDE on Governor's Interagency Working Group on Public Transportation, Idaho Division of Operation Lifesaver, National Association of Directors of Pupil Transportation, National Association of Pupil Transportation the National Congress on School Transportation Specifications and Procedures, or other committees or task forces as assigned.
- Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

- Minimum two (2) years management or supervisory experience.
- Minimum five (5) years experience in general transportation delivery services, student transportation systems or related fields.
- Interpretation and application of complex information such as regulations, policies or services.
- Demonstrated ability to make critical decisions in a timely manner.
- Must possess a valid, state issued driver's license, CDL endorsement and demonstrate a clean driving record.

**DESIRED QUALIFICATIONS (Extra consideration will be given):**

- Bachelor's degree in transportation, logistics, business, management, public policy, administration or related fields.
- Demonstrated knowledge of Idaho Student Transportation systems, policies and procedures.

**OTHER SKILLS AND ABILITIES:**

- Experience using a personal computer and spreadsheets.
- Ability to efficiently utilize computerized transportation software programs.
- Ability to apply knowledge of current research and theory in the field.
- Ability to establish and maintain effective working relationships staff, administrators, parents, peers and school community.
- Ability to read and utilize maps, GPS and software as resource tools.
- Ability to speak clearly and concisely both in oral and written communication.

**PHYSICAL DEMANDS:**

- Approximately 75% of time is spent sitting at desk or workstation, up to 4 hours at a time.
- Approximately 25% of time is spent standing, walking, bending, and kneeling.
- Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions of the position.
- Tasks may involve the ability to exert light to moderate physical effort, typically involving a combination of stooping, kneeling, crouching and crawling, and may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).
- Ability to travel to sites, visually inspect areas and documents, climb ladders, and bend and crawl under buses.
- Tasks may be performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, or traffic hazards.

**TRAVEL REQUIRED:**

- This position requires travel up to 25% of the time, depending on number of committees, meetings, conferences and trainings required, as well as travelling to oversee or participate in inspections and audits.

**TO APPLY:**

Apply online through the State of Idaho, Division of Human Resources. A link to the job posting and

online application can be found by [clicking here](#). Click on the “Apply Online” button and follow the instructions provided to complete the Application Checklist and Exam for this position.

When updating your online application information, you must complete all items in the Application Checklist (this serves as your Employment Application). Without this information, your name cannot be referred for consideration.

The Exam for this position is to submit a letter of interest and customized resume’/CV. The letter of interest and resume’ should emphasize skills, experience, education, and/or training that directly relate to the qualifications stated in the announcement.

All applications received for this opening will be reviewed and screened to determine the most suitable candidates to be called for interviews. Finalists will be asked to provide three (3) letters of recommendations or the names and contact information for three (3) professional references. Additional information, documentation, or transcripts may be requested.

**TIMEFRAMES:**

**The State Department of Education seeks to fill this position [late August 2017](#). Interview dates have not been determined at this time. Those applicants not selected will be notified.**

**Thank you for your interest in employment  
with the State Department of Education!**

**NOTICE:**

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. The State of Idaho provides veterans preference in employment.