Livingston School District
VACANCY

• Transportation Director

Contact: Jenny Stringer
132 South B Street
Livingston, MT. 59047
222-0861

Requirements: Letter of Interest
CDL w/ Air Brakes and Passenger Endorsement
Resume
Administrative Application
Equal Opportunity Employer Form
Three Letters of Reference

Application forms and a full job description can be found on our website
www.livingston.k12.mt.us or at the Central Administration Office 132 South B Street
Livingston, MT. 59047

Qualifications: Demonstrates an aptitude in fleet management including:
  a. Mechanical skills
  b. Supervisory skills
Knowledge of Montana Transportation Laws.
CDL with Passenger and Air Brake Endorsements
Administrates the Drivers Education Program
Such additions as the Superintendent may find appropriate.

Closing Date: Until Filled

Livingston Schools is an Equal Opportunity Employer

Posted Date: May 29, 2019
Job Description

Title: Transportation Director

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   a. Mechanical skills
   b. Supervisory skills
Knowledge of Montana Transportation Laws.
CDL with Passenger and Air Brake Endorsements
Administrates the Drivers Education Program
Such additions as the Superintendent may find appropriate.

Required: Administrative Application
Equal Opportunity Employment Form
Resume
Letter of Interest
Three Letters of Recommendation

Salary: DOE

Reports To: Superintendent

Job Goal: Provide the supervision, training, and labor to develop, improve, and maintain the best possible bus services and fleet.

Performance Responsibilities:

1) Prepares bus routes for all public and non-public schools in the District.
2) Recruits, trains, and supervises all transportation and Driver’s Education personnel, and makes recommendations on their employment, transfer, promotion and release.
3) Maintains all district-owned vehicles and transportation equipment and develops plans for and implements preventive maintenance programs.
4) Maintains safety standards in conformance with state and insurance regulations and develops a program of preventive safety.
5) Cooperates with school principals, activities director and others responsible for planning special school trips.
6) Takes an active role in solving discipline problems occurring on school buses.
7) Develops recommendations for future equipment and personnel needs based on a survey of resident students, distances and grade levels.
8) Acts as liaison with parents for complaints and special requests.
9) Develops and administers a Transportation and Driver’s Education program to meet all the requirements of the daily instructional program and extracurricular activities.
10) Conforms with all state and federal laws and regulations regarding school transportation and Driver’s Education and keeps abreast of current laws.
11) Coordinates insurance claims with Business Manager.
12) Provides information as needed for all reports required by state authorities.
13) Advises superintendent on discipline problems and road hazards for decision on school closing during inclement weather.
14) Attends appropriate committee and staff meetings.
15) Drives a bus in the event of a driver's absence.
16) Conducts pupil training programs in bus safety in accordance with state regulations.
17) Inventory and permanently identify as possessions of School District #1 all equipment and tools.
18) Any additional duties as requested by the Business Manager in the transportation area.
19) Provide for the upkeep, cleanliness, and security of the Bus Barn building and site.
20) Other Administrative duties as assigned

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