

# **Atlanta Community Schools**

10500 County Road 489

Atlanta, MI 49709

Dated April 24, 2023

## **NOTICE OF VACANCY**

### **Transportation Director**

Atlanta Community Schools is seeking a Bus Transportation Director for the 2023-2024 school year.

#### **Qualifications/Skills:**

- Have a minimum of a high school diploma or GED.
- Pass a Criminal Back Ground Check.

#### **Duties/Responsibilities:**

- Possess a willingness to learn new job skills.
- Provide daily direction to a staff.
- Establish locations of school bus stops, construct bus routes and daily transportation schedules for general and special education students
- Respond to concerns from parents and school administrators regarding all aspects of Pupil Transportation
- Direct the compilation of data for annual expenditure and school bus inventory reports
- Oversee the scheduling of Field Trips, Athletic Events and other activities requiring transportation services; insuring timely arrivals
- Create and supervise the system for communicating transportation information to parents including bus stops, bus times and changes throughout the year
- Oversee and provide direction to the Mechanic staff
- Develop school bus and school bus parts and equipment specifications which meet the needs of the district and fully comply with state and federal regulations
- Oversee the disposition of obsolete school buses and other district vehicles and equipment
- Maintain membership and actively participate in county, state and national pupil transportation organizations
- Keep current, knowledge of all laws and regulations pertaining to pupil transportation
- Keep current on technology, school bus parts and equipment trends
- Conduct accident investigations and supervise accident reporting to appropriate law enforcement and insurance agencies
- Evaluate safety of road conditions during inclement weather and provide timely recommendation to superintendent for school closings
- Communicate school closing information to media outlets and staff
- Performs other duties and assumes such other responsibilities as may be assigned by the Superintendent

#### **Hours/Salary:**

- Hours will vary
- Salary based on degree and related experience

The Transportation Director will report to the Superintendent.

#### **Notice of Nondiscrimination**

Atlanta Community Schools does not discriminate on the basis of race, color, national origin, sex, age, religion, height, weight, marital status or disability in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Anthony Suszek, Atlanta Community Schools, 10500 County Road 489, Atlanta, MI 49709.

