

## **Esko Public Schools No. 99**

### **Transportation Director/Two-Trip Bus Driver**

The Esko School District is accepting applications for a Transportation Director/Two-Trip Bus Driver position starting the 2024/2025 school year.

3 hours Director

3 hours driving with potential for more hours.

Requirements:

High School Diploma or Equivalent.

Preference to any additional training related to transportation or mechanical training.

Class B CDL with school bus and passenger endorsement.

Send letter of interest, application, current resume, and letters of reference to:

Esko Public Schools

Aaron Fischer, Supt.

PO Box 10

Esko MN 55733

Application Deadline: March 18, 2024

**Official Job Posting, Application Form, and request for accommodations available at**

[www.esko.k12.mn.us](http://www.esko.k12.mn.us)

### **Summary of Responsibilities**

The Transportation Director is Responsible for the overall direction, coordination, and evaluations of the Transportation department. This includes dispatching of routes, transportation services, assessing student needs and issues, training of drivers and other work related to the District's transportation services. To manage a transportation department that meets the needs of the District ensuring safe and reliable transportation services.

### **Duties and Responsibilities**

- Driving district vehicles
- Performs daily dispatch functions for all regular and extra routes.
- Manage schedules and training for all drivers.
- Evaluates all drivers and transportation personnel.
- Submit all necessary district and state reports and ensure all services are in compliance with applicable Federal, State and Local laws.
- Articulate transportation needs and concerns to the Administration
- Manage the Type III drivers training and legal requirements
- Develop bus routes and oversee changes
- Develop plans to address all area of the transportation department
- Oversees and manages all Transportation expenditures
- Provide written estimates of cost to groups who are looking for a special trip
- Follow all contract language and District policies
- Develop and enforces Transportation Handbook
- Perform various maintenance duties including fluid changes, general maintenance and servicing repair needs within their scope of knowledge
- Thorough knowledge of the operation and repair of the components, systems and accessories of all district owned buses and vehicles
- Thorough understanding of tools, and equipment needed to service and manage the District buses and vehicles

- Conduct any warranty work
- Conduct safety drills and maintain appropriate documentation
- Attend any meetings as directed by administration
- Advise superintendent on condition of fleet and school owned vehicles
- Develop bid specs for bus and vehicle purchases
- Manage parent and student questions and concerns
- Problem solve with transportation department employees
- Work in collaborative manner with District administration
- Assist with decisions related to weather and all road conditions
- Using computer technology and programs to assist with the operations of the Transportation Department
- Other duties as assigned

### **Education**

High School diploma or GED and moderate experience, or equivalent combination of education and experience. Associates/Technical degree preferred. Ability to use a computer for scheduling, communications, and research.

### **Physical Demands**

This work requires the occasional exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 100 pounds of force, work regularly requires standing, walking, sliding hands to handle and manipulate tools and devices. Frequently requires climbing and balancing, stooping, kneeling, crouching, or crawling and pushing and/or pulling. There are repetitive motions. The work includes being able to communicate and uses all senses. The ability to Operate motor vehicles and equipment. The work occasionally requires exposure to fumes and airborne particles; work is generally in a noisy area.