

# **LAKE CENTRAL SCHOOL CORPORATION**

8260 Wicker Avenue, St. John, IN 46373

219-365-8507

July 22, 2021

## **ACCEPTING APPLICATIONS FOR DIRECTOR OF TRANSPORTATION**

### **I. QUALIFICATIONS:**

- Valid commercial driver's license with CDL/bus driver endorsement is required
- Successful experience in a supervisory position
- Knowledge of school bus traffic laws, safety, mechanics and GPS routing systems

### **II. RESPONSIBILITIES:**

- Conform with all state laws and regulations regarding school transportation
- Maintain safety standards in conformance with state and insurance regulations
- Recruit, train, and supervise all transportation personnel and substitute personnel, making recommendations on their employment, transfer, promotion, and release
- Responsible for the day-to-day supervision of assigned staff including but not limited to: scheduling, work assignments, assessment of work performance, and provide assistance and support as needed
- Arrange for and/or conduct periodic driver safety meetings for all bus drivers and aides
- Prepare accident reports and submit in a timely manner to the Superintendent and/or the Assistant Superintendent
- Advise Superintendent on road hazards for decision on school delay and/or closing during inclement weather
- Cooperate with school principals and others responsible for planning special school trips
- Develop and administer a transportation program to meet all the requirements of the daily instructional program and extracurricular activities
- Prepare bus routes for all public and nonpublic schools in the district
- Attend appropriate committee and staff meetings
- Assist with the transportation budget
- Supervise and maintain a current inventory of supplies and materials related to transportation matters within the district
- Authorize purchases in accordance with budgetary limitations and district rules
- Maintain all district-owned equipment and develop plans for preventive maintenance
- Submit all reports required by state authorities
- Take an active role in solving discipline problems occurring on school buses
- Act as liaison with parents for complaints and special requests
- Perform other duties as may be assigned by the Superintendent

### **III. REPORTS TO:** Assistant Superintendent

### **IV. START DATE:** August 6, 2021      **WORK YEAR:** 261 Days

### **V. SALARY RANGE:** \$88,314 - \$92,314 plus Administrative Benefit Package

**IV. METHOD OF APPLICATION:** Apply online at [www.lcsc.us](http://www.lcsc.us), Go to Job Opportunities>Administrative/Director/Supervisor>Director of Transportation (1013)

Please direct questions to: Terry A. Mucha, Director of Human Resources  
Lake Central School Corporation  
8260 Wicker Avenue  
St. John, IN 46373 219-365-8507

**Deadline for Application:** July 30, 2021

**Lake Central School Corporation is an equal opportunity employer which does not discriminate on the basis of race, religion, color, national origin, gender, disability, age, marital status, genetic information or any other legally protected characteristic. Candidates will be screened, interviewed and employed on the basis of personal and professional qualifications and, where applicable, certifiable training, commensurate with the position. Offers of employment are contingent upon the results of personal background checks pursuant to Board Policy.**