

Area Manager, Student Transportation

*This position opens on **October 12, 2021** and closes **October 24, 2021**.*

DESCRIPTION

Under the direction of the Director of Student Transportation the Area Manager, Student Transportation leads in the planning, directing, and supervision of transportation activities and school bus operations. The Area Manager, Student Transportation is provided with a HCPSS issued vehicle and responsible for responding to HCPSS student transportation emergencies and other inclement weather events as required.

To learn more about employment with HCPSS, please visit <https://www.hcpss.org/employment/>.

ESSENTIAL POSITION RESPONSIBILITIES

- Routes, schedules, and supervises contract school bus operations for school system transportation programs.
- Continuously analyzes bus routes and bus stops for safety and efficiencies. Continuously reviews non-transported areas for safety.
- Supervises the daily operations of school bus service.
- Works with school-based and central office administration in addressing student transportation concerns.
- Addresses parent and community concerns relative to transportation services and traffic safety.
- Assists and collaborates in areas such as preparing transportation impacts on school redistricting, assigning areas of responsibility, performance review of bus contractors, checking road conditions in winter months.
- Attends internal and external stakeholder meetings with HCPSS schools and offices, State Highway Administration, Howard County Bureau of Highways, Howard County Police Department and other agencies.
- Audits documentation associated with the monthly school bus contractors' invoices.
- Assists in the supervision, development, and presentation of school bus driver/attendant certification and annual safety programs.
- Provides assistance in the inspection of school buses on a scheduled and unscheduled basis.
- Utilizes technology to monitor and audit performance of drivers and attendants.
- Maintains continuing familiarity with the county and its growth, requiring constant review of all existing communities, new communities and new roads that affect school bus routes and non-transported areas through on-the-road observations and from information received from the planning office.

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

MINIMUM QUALIFICATION

Applicants must meet all the following qualifications, listed below, to be considered for the vacancy.

Education and Experience:

- Bachelor's degree in business or a related field.
- Six (6) years of experience in transportation, planning, education, computer science or a related field.

SPECIAL REQUIREMENTS

- Possession of a Maryland Class C driver's license and satisfactory driving record.
- Ability to work unusual hours and overtime when inclement weather affects bus operations and as required (24-7 on call).

PREFERRED QUALIFICATIONS

- Master's degree from an accredited college or university in Transportation, Planning, Education, Computer Science, or a related field.
- Three (3) years of experience in pupil transportation, traffic safety, driver education and training.

EMPLOYMENT INFORMATION

This is a 12-month per year position in the Non-Certificated Supervisory employee unit. The current salary range for this position is \$99,197 - \$144,752. Salary placement will be in conjunction with salary procedures of the Howard County Public School System which considers relevant prior experience. Under the Fair Labor Standards Act, this position is exempt from overtime.

APPLICATION REQUIREMENTS

Only applicants who submit all the requested information by the closing date of the vacancy will be considered for this position.

Please note that a completed application includes:

- A complete application form that includes a listing of employment locations with dates of employment and names of direct supervisors.
- All supplemental materials (i.e.: resume, letter of introduction, and transcripts) required to verify that you meet the minimum qualifications.

HCPSS requires an official [evaluation of foreign credentials](#) to verify educational qualifications for degrees earned from foreign institutions.

Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experiences and education which most closely match the position qualifications and the needs of the school system.

For questions regarding this vacancy, please contact:

Dr. Michael J. Martirano, Superintendent



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Equal Opportunity Employer

The Howard County Public School System (HCPSS) is an Equal Opportunity Employer. HCPSS ensures equal employment opportunity for all persons without regard to race, color, religion, national origin, sex, marital status, disability, sexual orientation, or political affiliation.

Dr. Michael J. Martirano, Superintendent