

Area Manager, Student Transportation

The Howard County Public School System (HCPSS) is one of the leading school systems in the state of Maryland and the nation. In alignment with our [*Strategic Call to Action*](#), our mission is to ensure academic success and social emotional well-being for our approximately 57,000 students in an inclusive and nurturing environment that closes opportunity gaps. To learn more about employment with HCPSS, please visit <https://www.hcpss.org/employment/>.

DESCRIPTION

Under the direction of the Coordinator of Transportation, Contracted Services, the Area Manager, Student Transportation assists in the planning, directing, and supervision of transportation activities and school bus operations.

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 efficiency. Continuously reviews non-transported areas for safety.
- Supervises the daily operations of school bus service.
- Manage and evaluate direct reports.
- 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 from an accredited college or university in Transportation, Planning, Education, Computer Science, or a related field.
- Three (3) years of experience in student and/or public transportation, school administration, traffic safety to include:
 - Demonstrated ability to implement, administer, evaluate, and modify programs to improve safety training programs.

SPECIAL REQUIREMENTS

- Possession of a Maryland Class C driver's license and satisfactory driving record.
- Area Managers are essential personnel. Ability to work unusual and/or extended hours to meet the needs of the Office of Student Transportation including during inclement weather or any emergency situation as declared by the superintendent/designee and/or negotiated agreement.

PREFERRED QUALIFICATIONS

- Master's degree from an accredited college or university in Transportation, Planning, Education, Computer Science, or a related field.
- Six (6) years of experience in pupil transportation, traffic safety, driver education and training.
- Prior transportation experience in a PreK-12 setting or college/university.

EMPLOYMENT INFORMATION

This is a 12-month per year position in the Howard County Association of Supervisors and Administrators, Non-Certificated Supervisory (HCASA-NCS) employee bargaining unit. The current salary range for this position is on the Non-Certificated Supervisors Salary Scale, \$101,500 - \$136,507. Actual placement will be in accordance with the salary procedures of the Howard County Public School System and the HCASA-NCS Master Agreement 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) are 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 experience and education which most closely match the position qualifications and the needs of the school system.

For questions regarding this vacancy, please contact: recruitmentinquiries@hcpss.org

Equal Opportunity Employer

HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants and prohibits discrimination, harassment, and retaliation of any kind. HCPSS is committed to the principle of equal employment opportunity for all employees in providing them with a work environment free of discrimination and harassment. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.