

Director of 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 Chief Administrative Officer, the Director of Student Transportation provides leadership for the student transportation program to ensure the safe delivery of students to and from their assigned schools and instructional programs in compliance with federal, state, and local regulations and consistent with Howard County Public School System's policies and procedures. The Director provides strategic and technical expertise, information, and assistance to the Superintendent regarding all assigned functions and responsibilities, assists in the formulation and development of policies, procedures, and programs, and immediately reports unusual trends or problems and recommends appropriate corrective actions. The position manages all day-to-day functions and activities of this department including leading projects and managing staff.

The Director also provides approved supervision, mentoring and professional growth and development opportunities to assigned staff, to include evaluation and performance reviews and the development and implementation of professional growth plans to keep staff abreast of current developments, literature, and technical sources of information.

ESSENTIAL POSITION RESPONSIBILITIES

Leadership

- Provides strategic leadership and direction to the Department of Student Transportation staff. Supervises and evaluates department staff to achieve departmental objectives.
- Applies knowledge of the Code of Maryland Regulations (COMAR) as well as all applicable federal and local regulations to ensure the safe and effective operation of the Department of Student Transportation.
- Leads the Student Transportation leadership team in the monitoring, assessing and appropriate use of data and information. This includes improving safety, operational effectiveness, efficiency, and oversight through the advanced uses of technological systems and improves the operational effectiveness using electronic routing for all buses.
- Develops staff, organizational structure, and reporting and communication procedures for the department; evaluates and modifies personnel employment, training, certification, transfer, assignment, and discipline practices for the Department of Student Transportation employees.
- Leads and actively engages in effective and timely communications with key stakeholders including the Board of Education members, internal HCPSS staff, parents and/or guardians, government agencies, and community members.
- Serves as a representative and HCPSS's liaison to county and state governmental agencies on initiatives related to student transportation.
- Leads and manages the student transportation eligibility standards for all general/special education routes and

field trip/event transportation. Oversees special service transportation for special education and homeless populations and ensures compliance with federal and state requirements.

- Develops, implements, and monitors policies and procedures related to the student transportation program.
- Coordinates the operations of student transportation including bus inspections, routing, driver training, and other related programs to ensure safe and efficient operations; manages all transportation related facility locations and continually assesses and makes recommendations regarding upgrades to enhance operations.
- Oversees the comprehensive screening and training of bus drivers and bus attendants and ensures that all transportation staff are in full compliance with HCPSS performance standards and procedures, as well as all Maryland DOT rules and regulations regarding, the safe operation of school buses.
- Recommends the opening and closing times for all schools, develops and implements procedures for evaluation of inclement weather and emergency conditions, and routinely makes recommendations regarding school closings and delays.
- Ensures that the critical special education transportation needs and operations are complied with and maintained at all times.
- Directs the design, development, implementation, and maintenance of data systems in support of transportation services and fleet maintenance; develops records and administers requests for proposals and consultant services contracts; coordinates data systems of the department with the Information Technology Department to support long-range objectives and goals.
- Oversees transportation eligibility standards for all student routes including field trip/event transportation, special service transportation, and homeless populations consistent with federal and state requirements.
- Oversees the preparation, evaluation, and implementation of bus schedules and routes for all HCPSS school and program sites to improve operational efficiency.
- Administers establishment of non-transported areas and student walking routes.
- In cooperation with the Department of Human Resources, administers a comprehensive personnel management program in compliance with Board of Education policies, collective bargaining agreements and applicable laws which includes managing appropriate staffing levels and staffing supervision.

Budget

- Prepares and manages the Department of Student Transportation's annual operating budget and monitors all expenditures related to student transportation. Supervises the preservice and in-service school bus training program including driver and assistant certification.
- Creates and manages budget for the office and develops, and monitors time and expense project budgets. Develops project plans, work assignments, structures and schedules required to successfully complete bus transportation projects on time and within budget constraints.
- Administers transportation services provided by private contractors and provides oversight and accountability to school bus contractors. Recommends the awarding, transfer, suspension, and termination of bus contracts.

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 QUALIFICATIONS

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

Education

- Bachelor's degree, or higher, from an accredited college or university.

Experience

- Eight (8) years of experience in the field of transportation and/or school management, including five (5) years at the supervisory level.

PREFERRED QUALIFICATIONS

- Bachelor's degree, or higher, from an accredited college or university in business administration, transportation, or a related field.
- Leadership experience with school bus contracts and contractors.
- Experience interpreting traffic safety-related ordinances, laws, and regulations within Maryland.
- Experience utilizing student transportation software and other transportation technology.
- Supervisory experience in a public school system.

SPECIAL REQUIREMENTS

- Ability to respond to emergencies 24 hours a day, seven days a week.
- Possession of a Maryland's driver's license and satisfactory driving record.

SELECTION REQUIREMENTS

Applicants who meet the minimum qualifications will be included in further evaluation. The evaluation may be a rating of your application based on your education, training, and experience as they relate to the requirements of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, dates, and hours of work. Clearly indicate your college degree and major on your application, if applicable.

For education obtained outside the U.S., any job offer will be contingent on the candidate providing an evaluation for equivalency by a foreign credential evaluation service prior to starting employment (and may be requested prior to interview).

HCPSS requires an official [evaluation of foreign credentials](#) to verify educational qualifications.

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. Compensation will be sent within the Director lane of the salary scale with a starting salary range of \$116,156 - \$172,436. Actual step placement will be made in conjunction with the 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

Complete applications must be submitted by the closing date. Information submitted after this date will not be added. Incomplete applications will not be accepted. Resumes will not be accepted in lieu of a completed application.

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

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, transcripts) required to verify that you meet the minimum qualifications.

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.