

Director of Student Transportation

*This position opens on **July 1, 2021** and closes **August 1, 2021**.*

Initial application screening will occur on July 12, 2021.

In alignment with our [Strategic Call to Action](#), the Department of Information Technology advances teaching and learning in the Howard County Public School System (HCPSS) by partnering with stakeholders to provide secure, sustainable, and reliable information and technology services and solutions through proactive planning and fiscally responsible practices.

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

DESCRIPTION

Under the direction of the Executive Director of Operations, 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 of Student Transportation coordinates and leads student transportation operations including bus inspections, routing, driver training, school bus contractors and other related programs.

ESSENTIAL POSITION RESPONSIBILITIES

- Provides strategic leadership and direction to the Office of Transportation staff. Supervises and evaluates department staff to achieve departmental objectives.
- Coordinates the operations of student transportation including bus inspections, routing, driver training, and other related programs to ensure safe and efficient operations. Evaluates inclement weather and emergency conditions to make recommendations regarding school closings and delays.
- Develops, implements, and monitors policies and procedures related to the student transportation program.
- 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.
- Prepares and manages the Office of Transportations the annual operating budget and monitors all expenditures related to student transportation.
- 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.
- Supervises the preservice and in-service school bus training program including driver and assistant certification.
- 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 representative and HCPSS's liaison to county and state governmental agencies on initiatives related to student transportation.

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 in business administration, transportation, or a related field.

Experience:

- Eight (8) years of experience in the field of transportation and/or school management, five years at the supervisory level.
- Knowledge of the Code of Maryland Regulations (COMAR) regulations applicable to student transportation.

PREFERRED QUALIFICATIONS

- Leadership experience with school bus contracts and contractors.
- Experience interpreting traffic safety-related ordinances, laws, and regulations.
- Experience utilizing student transportation software and other computer 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.

SALARY

This is a full-time position in the Non-Certificated Supervisory employee unit. The current salary range for this position is Group I, \$122,412 - \$178,331. 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:

Dr. Michael J. Martirano, Superintendent

- 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:

Sandy Saval
Human Resources Business Partner
Office of Human Resources
(410) 313-6689
sandy_saval@hcpss.org

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.