



BISHOP DWENGER HIGH SCHOOL

Transportation Director-Part Time

Job Description: Oversee driver and bus scheduling to ensure safe and efficient operation of the Transportation Department.

Qualifications:

- High level of safety awareness
- CDL Class B license with P, S and A endorsements – required or obtainable
- Be a self-starter
- Supervisory experience; ability to motivate others – required
- Experience with budgets and planning

Job Responsibilities:

- Safety
 - Knowledge of State and Federal laws and regulations regarding school bus transportation
 - Attend all annual School Transportation Association of Indiana (STAI) meetings and others as appropriate
 - Work with Principal and Athletic Director during inclement weather, including weekends
 - Drive roads
 - Consult with surrounding districts
 - Perform and oversee semi-annual bus evacuations for each group/team and maintain records as required by law
 - Schedule and oversee semi-annual ISP bus inspection
 - Maintain FMCSA Clearinghouse and work with 3rd party drug and alcohol administrator
- Strong communication skills
- Responsible for all driver training, both ongoing and annual
- Develop and maintain a transportation program by working with administrators, teachers and staff
- Recruit, supervise and oversee all transportation personnel and do annual reviews
- Establish rules of conduct, discipline, procedures and standards for drivers, students and coaches
- Assist in preparation of and adherence to the annual budget and capital appropriations

Secondary Responsibilities:

- Familiarity with local and state high school locations and route restrictions
- Oversee feeder school charter scheduling and communications
- Working knowledge of bus mechanical systems
- Work with third party to maintain equipment
- Maintain a preventative maintenance and annual DOT inspection schedule of all equipment
- Discreetly handle confidentially sensitive matters
- Make independent decisions in accordance with established Diocesan, School and Transportation Department policies and procedures



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- Communicate clearly and concisely orally and written
- Establish and maintain driver and equipment files
- Biennial DOT reporting
- Any other duties assigned by the principal

Additional Notes

- Constantly on the lookout for safety improvements and related training

Reports To: Principal

For Information: Contact Jason Schiffli, Principal
jschiffli@bishopdwenger.com

To Apply: Go to <https://theapplicantmanager.com/careers?co=df>