

Clarendon CISD

VACANCY ANNOUNCEMENT

Position Title: **Director of Transportation**

Position Summary:

- Direct and manage district's transportation and vehicle maintenance.
- Coordinate routing of pupil transportation, assign / schedule drivers, and routes.
- Bus driving responsibilities.

Qualifications:

Education/Certification

- High School Degree
- Completed 20 Hour Bus Driver Certification Course
- Clear and valid Texas Commercial Driver's License (CDL) with:
 - School Bus (S) Endorsement
 - Passenger (P) Endorsement
 - Pass Air Break Examination

Criminal History Check - Drug and Alcohol Testing

- Pass background check
- Must pass pre-employment alcohol and drug test
- Random drug and alcohol testing throughout employment with school

Experience

- Auto mechanic training and experience
- Supervisory experience
- School bus and/or commercial driver experience

Special Knowledge/Skills

- Ability to direct and manage operations of a fleet of vehicles
- Knowledge of vehicle repair and maintenance
- Ability to coordinate district functions
- Ability to use computer and software to develop routes and track events
- Strong organizational, communication, and interpersonal skills

Duties and Responsibilities (examples):

- 24/7 On call through the school year. After-hours emergency calls as needed. Operate bus and deliver buses to drivers when breakdowns occur.
- Prepare and update bus routes and schedules for district.
- Coordinate transportation for extracurricular activities.
- Repair/maintain maintenance of vehicles and buses.

Salary:

- Negotiable – dependent upon special skills (salaried position)

Length of Work Year:

- 12 months

Application Procedures:

- **Complete and submit an application**
Application available on District Web Site www.clarendonisd.net
- **Attach resume validating skills and ability**
- **References from past employers and character references**
- **District Contact: 806-310-7220**

Application Deadline:

- **Until Filled**