



## POSITION VACANCY

Date: December 15, 2011  
Position: Director of Transportation  
Calendar Length: 12 months Full time position  
Salary Range: \$55,000.00 to \$75,000.00. Commensurate with experience and training  
Benefits: Standard benefits package  
Position Begins: January 9, 2012

This challenging position requires a strong leader with a genuine concern for providing quality transportation services for students. Under minimal supervision, this position will be accountable to establish and maintain good rapport with administrators, the community, and others. This position will be responsible for the management of the CIESC student transportation services program.

### **Job Description**

- Select and evaluate bus drivers, transportation aides, and other transportation staff
- Ensure compliance with all applicable state laws, rules, and regulations
- Ensure the safe transport of students participating in the program
- Evaluate and manage the services for continual improvement
- Develop new programs and services as appropriate

### **Requirements**

- Demonstrated experience and knowledge in the area of student transportation
- Excellent oral, written and interpersonal communication and customer service skills to handle complex and sensitive interactions with staff, students, parents and key stakeholders
- Ability to establish and maintain successful, productive working relationships with key stakeholders
- Ability to acquire and utilize knowledge of the organization's information systems, as well as, fundamental knowledge of the organization's services
- Possess excellent organizational skills to display the ability to provide timely, accurate information and meet all reporting requirements
- Strive to continually provide excellent service and personal attention to the community
- Experience with VersaTrans software
- Ability to pass a DOT physical and drug screen
- Possession of an Indiana CDL license with B, P, AIR, and S endorsements
- Excellent written and verbal communication skills
- Experience and knowledge of state laws and regulations

Interested applicants should submit a cover letter, resume, and list of references or letters of recommendation to the attention of Dr. Mary Ann Dewan at CIESC via US Mail only. The address is 6321 La Pas Trail, Indianapolis, IN 46268.

**This notice expires January 3, 2012.** Position may be filled at any time.

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