



## School District of Neillsville

### Director of Transportation

We are seeking a highly motivated **Director of Transportation** to lead our district's transportation department. This is a full-time, 12-month position responsible for ensuring safe, efficient, and compliant transportation services for our students and staff.

#### Key Responsibilities:

- Supervise and manage transportation staff, including drivers and mechanics.
- Develop and implement transportation safety programs for drivers and students.
- Oversee and perform preventative maintenance on all district vehicles and buses.
- Act as a delegated driver trainer, ensuring all drivers meet state and federal requirements.
- Manage all state and federal transportation reporting.
- Develop and optimize bus routes and driver schedules.
- Utilize strong problem-solving skills to address transportation challenges.
- Maintain proficiency in Google and Microsoft Office Suite.

#### Qualifications:

- Must possess a valid Commercial Driver's License (CDL) with Bus and Passenger Endorsements, or the ability to obtain one within a specified timeframe.
- Proven experience in transportation management and supervision.
- Excellent communication and interpersonal skills.
- Strong organizational and problem-solving abilities.
- Ability to pass a comprehensive background check and maintain a clean driving record.

#### Benefits:

We offer a competitive benefits package including health, dental, and long-term disability insurance, participation in the state retirement system, and other voluntary benefits.

#### To Apply:

Interested candidates are encouraged to submit an application available at [www.neillsville.k12.wi.us](http://www.neillsville.k12.wi.us) or in any of the school offices. For any questions regarding this position, please contact the District Administrator at 715-743-8728.

**614 East 5<sup>th</sup> Street, Neillsville, WI 54456 or email completed application to Michelle Kranz, Business Manager at [mikranz@neillvillek12.org](mailto:mikranz@neillvillek12.org).**