



# Benzie County Central Schools

9300 Homestead Rd. | Benzonia, MI. 49616 | 231-882-9653

---

**JOB TITLE:** Director of Transportation

**REPORTS TO:** Superintendent of Schools

**POSTING TIMELINE:** Closes Friday, April 10, 2026 at 8:00 AM

**JOB FUNCTION:** To lead and manage district transportation operations to ensure safe, efficient service that supports uninterrupted educational programs.

**POSITION SUMMARY:** The Director of Transportation is responsible for planning, organizing, and overseeing all district transportation services. This position ensures the safe, efficient, and reliable transportation of students while maintaining compliance with all state and federal regulations. The Director of Transportation supervises transportation staff, manages transportation operations, and supports the district's educational programs by ensuring transportation services operate smoothly and without disruption.

**DISTRICT DESCRIPTION:** Benzie Central Schools serves over 1,100 students PreK-12 and encompasses over 350 square miles in the beautiful terrain of Northwest Lower Michigan. There are six villages in the district convenient to the cities of Traverse City, Manistee, and Frankfort. Benzie Central has 3 elementary schools serving grades PreK-5, a middle / high school serving grades 6-12, and a virtual academy for 6-12.

## QUALIFICATIONS:

- Minimum High school diploma or equivalent required.
- Minimum of two (2) years of experience in transportation operations and/or supervisory experience.
- Valid Michigan Commercial Driver's License (CDL) with S and P endorsements and certification to operate vehicles with air brakes.
- Must meet all state requirements for school bus driver certification and transportation supervisor qualifications.
- Three checked and verified professional references are required.

## PREFERRED QUALIFICATIONS:

- Experience in education or transportation management.
- Working knowledge of school district operations.

## DUTIES AND RESPONSIBILITIES:

- Oversee all district transportation operations to ensure safe, efficient, and reliable services that support educational programs.

- Supervise, train, and evaluate transportation staff, providing leadership, direction, and professional development.
- Develop and maintain efficient bus routes and schedules for general, special education, and extracurricular activities.
- Coordinate daily driver assignments, extra trips, and communicate schedule or route changes effectively.
- Maintain accurate records including driver certifications, licenses, physicals, training, payroll, and compliance documentation.
- Investigate transportation incidents and accidents, complete required reports, and implement corrective actions.
- Ensure compliance with all district policies and local, state, and federal transportation regulations.
- Monitor vehicle maintenance schedules and coordinate with operations staff to maintain safe, reliable vehicles.
- Provide training on school bus and transportation safety, procedures, and regulatory requirements.
- Collaborate with district administration on budget, operational decisions, and emergency transportation planning.
- Communicate effectively with staff, parents, and community members regarding transportation services and concerns.
- Perform other duties as assigned by the Superintendent, including mail delivery, winter road inspections, and safety coordination.

#### **TERMS OF EMPLOYMENT:**

Salary, hours, and work year will be established by the Benzie County Central Schools Board of Education.

**Post closes April 10, 2026 8:00 am**

#### **HIRING TIMELINE AND INTERVIEW DATES:**

- Virtual Screener Interviews April 17, 2026
- In Person at MS/HS/Central Office Campus (Technical and Performance) April 23, 2026
- Tentative Offer and Approval by Board of Education on Monday, May 11, 2026\*

\*This timeline is subject to changes