



**Montezuma-Cortez School District RE-1**  
**EVERY STUDENT. EVERY DAY.**

**Position:** Director of Transportation

**Our Vision**

The district is committed to creating an environment of collaboration and accountability that ensures our students:

- Achieve personal goals and academic growth.
- Are invested in success for their future.
- Attain high levels of literacy and 21<sup>st</sup> century skills.
- Are engaged in active citizenship.
- Learn in a safe and healthy school environment.

**Position Summary:** Responsible for the transportation team for the school district. Support, guide and oversee hiring and training for the transportation team. Works closely with all schools to ensure services meet the needs of the district.

**Responsibilities:**

- Recruit, screen and recommend for hire all employees in the transportation department.
- Train and supervise all transportation personnel and make recommendations for their continued employment.
- Coordinate and authorize transportation schedules and services with building administrators for safe, efficient, and economical transportation services.
- Maintains transportation services departmental compliance with all local, district, state, federal and insurance regulations and develops a program of preventative safety.
- Acts as a liaison with superintendent, local and state transportation entities on road hazards for decision on school closing during inclement weather.
- Develops and administers a transportation program to meet all the requirements of daily instructional programs, school trips and extracurricular activities.
- Prepares and administers the transportation budgets. Develop recommendations for future equipment and personnel needs based on future enrollment projections including vehicle replacement needs. Authorizes purchases in accordance with budgetary limitations and district rules.
- Approves and forwards transportation service invoices to the business office.
- Approves and submits timesheets to the payroll office monthly.
- Takes an active role in solving discipline problems occurring on school buses.
- Acts as liaison with parents for complaints and special requests.
- Follows district policies and procedures and all other duties as assigned.
- Performs other duties as assigned or requested.
- Observes all district policies and procedures.

**Technical Skills and Knowledge:**

- Knowledge of DOT regulations, commercial driver's license rules and regulations, Colorado Motor Vehicle codes, CDE operational rules and FCC regulations
- Knowledge of school transportation equipment and the operation of school transportation vehicles
- Familiarity with vehicle maintenance
- Knowledge of transportation routing software preferred.
- Ability to lead and supervise others.

- Effective communication and interpersonal skills
- Operating knowledge of school buses and pool vehicles
- Operating knowledge of emergency equipment including radio, tire chains, flare etc.

**Essential Physical Demands:**

- Constant lifting 5 to 20 pounds
- Frequent lifting 20 to over 50 pounds
- Constant standing, walking
- Frequent bending, reaching, squatting, climbing, kneeling.
- Occasional crawling, sitting, stooping.

**Supervisory Duties:** Supervises Office Team, Drivers, Bus Maintenance and Bus Aides

**Reports to:** Superintendent

**Budget and/or Resource Responsibility:** Responsible for the development and maintenance of the Transportation budget.

**Candidate Profile:**

<b>Education and Certification:</b>	<ul style="list-style-type: none"> <li>• High School diploma</li> </ul>
<b>Experience and Skills:</b>	<ul style="list-style-type: none"> <li>• Ability to understand and follow oral and written instructions.</li> <li>• Flexible and maintain a positive attitude.</li> <li>• Work cooperatively with supervisors and coworkers</li> </ul>
<b>Culture and Fit:</b>	<ul style="list-style-type: none"> <li>• Commitment to the mission and values of Montezuma Cortez Re-1</li> <li>• Desire to work as a member of a dynamic team.</li> <li>• Openness to feedback and willingness to share ideas.</li> <li>• Maintains and models high standards of personal and professional integrity and confidentiality</li> </ul>

**Physical Requirements and Working Conditions:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Physical Activities:	Amount of:			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Reach with hands and arms			X	
Use hands to finger, handle or feed			X	
Climb or balance		X		
Stoop, kneel, crouch or crawl		X		
Talk				X
Listen				X

<b>Work Environment:</b>	<b>Amount of:</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts			X	
Work in high, precarious places			X	
Fumes or airborne particles	X			
Toxic or caustic chemicals		X		
Outdoor weather conditions		X		
Extreme Cold (non-weather)	X			
Extreme Heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X	X		

<b>Mental Functions:</b>	<b>Amount Of:</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Compare		X		
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute		X		
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile		X		
Negotiate			X	

<b>Vision Demands:</b>	<b>Required</b>
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

Noise Level:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	

The signatures below indicate that this job description has been reviewed by the employee with the supervisor.

_____	_____	_____
Employee Name (Print)	Employee Signature	Date
_____	_____	_____
Supervisor Name (Print)	Supervisor Signature	Date

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description is not intended to create any express or implied contract of employment or expectancy of continued employment for any definite term.*

## NONDISCRIMINATION CLAUSE



Montezuma-Cortez School District RE-1 does not discriminate against any protected classes as identified by the State of Colorado. A lack of English speaking skills will not be a barrier to participation or admission. The following staff have been designated to handle inquiries regarding our nondiscrimination policies:

**Title IX Coordinator and Compliance Officer** *(Title II/ADA, Title VI)*

Cynthia Eldredge, Executive Director of Human Resources  
 400 North Elm Street, Cortez, CO 81321 970-565-7522 ext. 1135  
[titleIXcoordinator@cortez.k12.co.us](mailto:titleIXcoordinator@cortez.k12.co.us)

**504 Compliance Officer** *(Section 504)*

Lisa Megel, Executive Director of Exceptional Student Services  
 400 North Elm Street, Cortez, CO 81321 970-565-7522 ext. 1118  
[504complianceofficer@cortez.k12.co.us](mailto:504complianceofficer@cortez.k12.co.us)

M-CSD RE-1 School Governance Policies can be found on our website at:  
[www.cortez.k12.co.us/our-district/board-of-education/policies](http://www.cortez.k12.co.us/our-district/board-of-education/policies)

### CLÁUSULA DE NO DISCRIMINACIÓN

El Distrito Escolar Montezuma-Cortez RE-1 no discrimina contra ninguna clase protegida identificada por el Estado de Colorado. La falta de habilidades para hablar inglés no será una barrera para la participación o la

admisión. El siguiente personal ha sido designado para atender consultas sobre nuestras políticas de no discriminación:

**Coordinador del Título IX Oficial de Cumplimiento** (Título II/ADA, Título VI)

Cynthia Eldredge, Directora Ejecutiva de Recursos Humanos

400 Calle Elm Norte, Cortez, CO 81321 970-565-7522 extensión 1135

[titleIXcoordinator@cortez.k12.co.us](mailto:titleIXcoordinator@cortez.k12.co.us)

**504 Oficial de Cumplimiento** (Sección 504)

Lisa Megel, Director Ejecutivo de Servicios para Estudiantes Excepcionales

400 Calle Elm Norte, Cortez, CO 81321 970-565-7522 extensión 1118

[504complianceofficer@cortez.k12.co.us](mailto:504complianceofficer@cortez.k12.co.us)

Las políticas de gobierno escolar de M-CSD RE-1 se pueden encontrar en nuestro sitio web en:

[www.cortez.k12.co.us/our-district/board-of-education/policies](http://www.cortez.k12.co.us/our-district/board-of-education/policies)

*11.28.23 DKR*

---

Referenced Policies: AC, AC-E-1, AC-R (Option 1), AC-R-2\*, JB, JBA, JBA-E, JBB\*, JII-R

*NOTE: Federal law requires districts to provide continuing notification of non-discrimination statements and the Title IX coordinator's contact information. This information must be published in student, parent, and employee handbooks, course catalogs, program/employee application forms, and recruitment materials. 34 C.F.R. § 106.8.*