



Kalkaska Public Schools

Posting / Employment Opportunity

October 7, 2026

Transportation Director / Mechanic
2026-2027 SY

Qualifications and Requirements

- High school diploma and previous work experience in this field are both required.

Core Responsibilities & Duties

Route and Operations Management

- **Routing/Scheduling:** Supervise, design, and implement all regular and special education bus routes to ensure maximum fleet efficiency and safe stop placements.
- **Policy/Compliance:** Establish and update all routing policies, procedures, and Board administrative guidelines concerning pupil transportation.
- **Eligibility/Verification:** Oversee processes to verify student addresses, measure distances, and determine transportation eligibility.

Specialized Student Support and Safety

- **Specialized Transportation:** Partner with building staff, parents, and special education teams to accommodate students with special needs, including medically fragile students.
- **Regulatory Compliance:** Coordinate transportation services in full compliance with the McKinney-Vento Act.
- **Route Safety:** Inspect routes and stop locations to identify and eliminate potential hazards.

Fleet Maintenance and Technical Oversight

- **Fleet Servicing:** Oversee mechanical maintenance and repairs for all district vehicles, including buses, standard vehicles, and tractors.
- **Preventive Care:** Develop, implement, and monitor structured preventive maintenance schedules.
- **Diagnostics:** Ensure major mechanical issues are promptly diagnosed and serviced.

Department Leadership & Budgeting

- **Staff Training:** Coordinate all training programs for department staff and support personnel.
- **Fiscal Planning:** Project yearly transportation needs, assist in preparing the annual operational budget, and monitor expenses.
- **Quality and Accountability:** Maintain high standards of accountability and quality control across all departmental operations.



Continuous Improvement and Administration

- **Complaint Resolution:** Investigate and resolve all transportation-related complaints.
- **Data Reporting:** Gather operational data and generate reports on transportation performance.
- **Innovative Technology:** Research and adopt innovative methods and technology to improve transportation safety and operational efficiency.
- **Superintendent Support:** Perform additional duties as assigned by the Superintendent.

Skills

Key Responsibilities

- **Team Leadership and Development:** Supervise, train, and support transportation staff while fostering a strong team environment.
- **Planning and Prioritization:** Manage daily operational needs alongside long-term strategic plans, balancing multiple priorities simultaneously.
- **Budgeting and Financial Management:** Partner with the Business Department to develop and manage annual transportation budgets and project costs.
- **Navigation and Operations:** Maintain strong knowledge of local district geography to effectively map, plan, and navigate transportation routes.

Qualifications & Requirements

- **Licensing:** Valid Michigan driver's license with a clean driving record.
- **Communication and Tech:** Strong verbal and written communication skills, along with solid computer proficiency.
- **Navigation:** Proficient in reading and navigating local geographic maps.
- **Problem-Solving:** Strong critical-thinking abilities to address daily operational challenges.

Working Conditions

Typical work-day will begin at 5 a.m. There may be times when arriving earlier and staying later is necessary. Attendance at required and or designated meetings both inside and outside of the school district. Job duties will be performed in an office setting as well as outside in the elements. This position requires frequent standing, lifting, stooping, walking, sitting and driving a bus, if needed.

Temperament

Ability to perform a variety of tasks, changing assignments on short notice, performing under deadlines, ability to work as a team member, and working in a controlled and efficient manner.

This document is intended to describe the general nature and level of the work performed by those assigned to this job. This is not an exhaustive list of all duties and responsibilities. Administration reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

Compensation

Commensurate with experience, qualifications, and certifications



Deadline

3 p.m. on October 13, 2026 or until filled.

Application Process

Persons interested in this position should submit letters of interest, resume, credentials/certification and list of references in **ONE PDF** document to: jobs@kpschools.com.

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The following person is designated to handle inquiries regarding the non-discrimination policies of the District or to address any complaint of discrimination:
Superintendent, Kalkaska Public Schools, 315 S. Coral, Kalkaska, MI 49646; 231-258-9109