



HEAD START POSITION ANNOUNCEMENT

POSITION TITLE: Transportation Manager

LOCATION: Memorial Boulevard

HOURS/ SHIFT: Monday – Friday
37.5 Hrs./Wk. 52 Wks./Yr.

SALARY RANGE: \$26.88 to \$29.00 per hour

BENEFITS: *Great Benefits –*

- Eligible for Health Benefits
- Paid Lunch
- PTO / ESS Leave
- Holidays
- Agency Paid Life and Short-Term Disability Benefits
- Eligible to participate in Retirement Plan

QUALIFICATIONS:

Must be at least 21 years of age; possess a **CDL driver's license with a passenger endorsement and "S" endorsement**; have two years of school bus driving experience and an excellent driving record. Two years supervisory / program management experience is required. Ability to follow written directions and complete simple forms. Hold a thorough knowledge of rules of the road and of the Maryland State Motor Vehicle Code, the operation and function of the assigned motor vehicle, and a working knowledge of the geography of Hagerstown and its environment. Ability to read and understand a map. Intermediate computer skills and excellent communication skills. Firm understanding of DOT regulations. Ability to develop bus routes with multiple addresses per stop using Google Maps. Advanced Excel knowledge preferred for bus routing.

RESPONSIBILITIES:

Responsible for the supervision of bus drivers and the oversight of the Transportation Service Area. Serves as substitute bus driver as needed. Adheres to all rules and regulations concerning Maryland Department of Motor Vehicles and as required by the school bus code. Responsible for scheduling DOT inspections and required maintenance.

Internal / External Application Deadline: March 28, 2025

**Head Start of Washington County, Inc.
325 W. Memorial Blvd.
Hagerstown, MD 21740
301-733-0088 x104**

Equal Opportunity Employer