

Transportation Manager

Posting 9/17/2026

Job Summary:

The Transportation Manager will be responsible for the daily coordination and oversight of participant transportation, supervision of transportation drivers, vehicle safety and maintenance, driver training, transportation documentation, route management, and transportation-related reporting.

Transportation Manager will ensure transportation services are provided in a safe, reliable, professional, and person-centered manner while supporting the organization's operational and regulatory requirements. The Manager must be willing and able to serve as a backup driver when needed to ensure continuity of transportation services.

This position is a full-time position, Monday – Friday 8:00 a.m. – 4:00 p.m. with a Pay Grade 5 with a minimum starting annual salary of \$50,00.00 commiserate to licensing/credentials. Additional hours outside normal business hours may be required. KSI offers Health/Dental Insurance, 401 K, company paid Accidental Life & Disability and other company discounts along with Vacation and Holiday pay.

Essential Functions:

Transportation

1. Oversees the daily transportation operations for day habilitation and prevocational programs.
2. Coordinates participant pick-up and drop-off routes and transportation schedules.
3. Ensures participants are transported safely, appropriately, and according to established routes and schedules.
4. Monitors transportation coverage and address driver call-outs, vacancies, route changes, and unexpected transportation needs.
5. Coordinates substitute and backup transportation coverage when necessary.
6. Serves as a backup transportation driver when needed.
7. Ensures drivers follow established transportation procedures and organizational policies.
8. Communicates transportation changes and concerns to appropriate program and administrative staff.

Supervision

1. Supervises, trains, and provides direction to transportation drivers.
2. Establishes clear expectations regarding attendance, punctuality, professionalism, participant safety, confidentiality, and appropriate interactions with participants.
3. Monitors driver performance and address performance or policy concerns in accordance with KSI procedures.
4. Conducts regular meetings or check-ins with transportation staff.
5. Maintains appropriate documentation related to driver supervision, training, and coaching.
6. Ensures drivers understand their responsibilities for participant safety and transportation documentation.

Route Sheets and Documentation

1. Ensures transportation drivers accurately complete daily route sheets and required

transportation documentation.

2. Reviews route sheets for completeness, accuracy, signatures, times, mileage, participant pick-up/drop-off information, and other required information.
3. Tracks transportation-related documentation and follow up on missing or incomplete records.
4. Maintains organized transportation files and records.
5. Collects and compile transportation data for management review.
6. Identifies transportation trends, recurring issues, delays, missed routes, and other concerns.

Transportation Data

1. Collects, review, and maintains transportation-related data.
2. Prepares transportation reports for management as requested.
3. Tracks route performance, driver coverage, vehicle maintenance, incidents, accidents, delays, and other transportation concerns.
4. Maintains documentation for internal reviews, quality assurance activities, and applicable regulatory or organizational requirements.
5. Report significant transportation safety concerns, accidents, participant incidents, vehicle issues, or other reportable concerns to the appropriate supervisor/administrator.

Vehicle Maintenance

1. Assists in oversight of maintenance and safety of all provider transportation vehicles.
2. Assists and monitors routine vehicle inspection and maintenance schedules.
3. Ensures vehicles receive required preventive maintenance, inspections, repairs, cleaning, and servicing.
4. Coordinates with approved mechanics, service providers, or management regarding repairs and maintenance.

Other Requirements

1. Adheres to all KSI policies and procedures.
2. Follows all safety procedures and works in a safe manner.
3. Maintains specific training and/or certification applicable to position as required; Responsible for completing on-line training on-time. Initial training may include but is not limited to; New Employee Orientation, CPR/AED, First Aid, approved behavior intervention training, and all other trainings and certifications.
4. Conducts themselves in a positive and professional manner.
5. Completes other duties as assigned.

Skills and Abilities:

Must possess strong leadership and supervisory skills; Strong communication and interpersonal skills; Sound judgment and problem-solving abilities; Ability to enforce policies consistently and professionally; Ability to manage confidential information; Ability to maintain accurate records; Ability to monitor deadlines and compliance requirements; Ability to work effectively with drivers, DSPs, program managers, participants, families, and organizational leadership; and ability to work in a fast-paced environment and respond to changing transportation needs.

Physical Requirements:

20 lbs. Maximum lifting with frequent lift/carry up to 10 lbs.

Qualifications

Bachelor's degree preferred; At least five years supervisory or management experience preferred; Experience in transportation management or fleet coordination; Experience with staff training and development; Experience maintaining vehicle fleets and maintenance record; Experience with route scheduling and transportation documentation; CDL or other applicable commercial driving credentials preferred.

Vehicle maintenance experience, computer experience and drug and alcohol testing program experience. Must be able to pass a Criminal Background check, Adult Abuse Registry check and Child Abuse Registry check. Must have a Class B Driver's License. Must have no more than two moving violations at time of hire.

KSI provides equal employment opportunities to all employees and applicants for employment.

F/M/Vet/Disabled/Sexual Orientation/Gender Identity