



Pupil Transportation Safety Institute

Moving School Transportation from Safe to Safer!

Job Title: Managing Director		Position: Full Time
Reports To: President, PTSI Board of Directors	FSLA: Exempt	Date: 4 / 27 / 2026

OVERVIEW OF PTSI:

PTSI is a 501(c)(3) organization committed to delivering to the school transportation community the highest quality training materials and support to allow its clients to exceed their respective safety missions. We are a leading provider of school transportation training resources to public and/or private organizations. PTSI provides a broad range of safety and management training services to school transportation carriers in New York and other states throughout the United States.

PRIMARY AREAS OF SERVICE:

- Consultation services for school districts and school bus contractors.
- Program development and evaluation studies for state agencies.
- Training resources for school transportation managers, instructors, drivers, monitors/aides, and students.

POSITION SUMMARY:

The Managing Director is responsible for managing all staff members who are responsible for all aspects of the internal activities, headquarters office, and field operations of PTSI. This position will also oversee the external activities of the organization in all contracts and communications with consultants, local, state, and federal agencies, and trade associations as appropriate.

EDUCATION, CERTIFICATION, LICENSE, EXPERIENCE AND SKILL REQUIREMENTS:

Education: (Preferred but not required).

- Bachelor's Degree or higher in any of the following:
 - Business Management or Related fields.
 - Coursework in accounting practices.
 - Course work in business law.
 - Course work in passenger transportation management/operations

License:

- Hold and maintain a Valid Driver's License.
- Meet and comply with PTSI's Motor Vehicle Insurance Requirements.
- Must be able to become bonded.

Experience: (*Preferred but not required*).

- Five or more years' experience in a leadership and/or management role.
- Experience in writing Proposals and Request for Proposals (RFP).
- Experience in successfully managing office and field staff.
- Three or more years' experience in passenger transportation operations.
- Knowledge in developing budgets, financial planning, and strategy.

Leadership and Strategic Skill Set

- Mentor management teams, fostering a positive and productive business culture.
- Develop long-term business goals, assess market opportunities, and create growth strategies.
- Communicate with the board of directors and employees to align on company direction.
- Exceptional communication skills, written and verbal.
- Empathy, self-awareness, and managing relationships within the organization.
- Excellent organizational, project management and problem-solving skills.
- Self-motivated and honest self-starter.
- Exceptional statistical and analytical skills.
- Ability to initiate and monitor several simultaneous projects.
- Ability to effectively work with all staff.
- Excellent organizational, project management and problem-solving skills.
- Ability to manage confidentiality without exception and exercise outstanding judgment.
- Ability to monitor ongoing technological tool/programs to improve delivery and online programs.
- Ability to monitor "Infringement/use on PTSI's created products and programs.
- Ability to set a clear vision.

ESSENTIAL DUTIES & EXPECTATIONS:

General Activities:

- Effectively manage PTSI's headquarters office, field staff, contracts, and/or agreements.
- Adhere to the PTSI Personnel, Policy, and Procedures Handbook.
- Assess customer base identifying largest customers, customer saturation by state, etc.
- Travel whenever and wherever necessary.
- Grow PTSI business; increase profits and increase visibility of PTSI to a broader customer base.
- Enhance PTSI's reputation of excellence for safety programs and product development.
- Establish and maintain professional relationships with all appropriate New York State agencies and trade association staff as appropriate.
- Establish and maintain professional relationships with all appropriate State and Federal agencies and National trade associations as appropriate.
- Recruit and select new staff and consultants.
- Manage paperwork for new hires and terminations.
- Manage staff performance including evaluations, disciplinary action.
- Resolve disputes and grievances among staff.
- Monitor and manage daily staff absences.

- Ensure employee personnel files are maintained and current.
- Oversee vendor communication between departments.
- Oversee customer requests, inquiries, complaints and provide follow-up.
- Perform other duties as assigned by the Board of Directors.

Organizational Development:

- Develop and manage new and existing government contracts.
- Develop strategies to compete with internal and external factors.
- Coordinate programs for company expansion in current and new markets.
- Design and implement procedural improvements.
- Prospect new customer base.
- Evaluate the company's departments to ensure proper management and seek areas for improvement.

Marketing:

- Generate and execute annual sales plans to support the company's strategic objectives.
- Develop the company marketing plan.
- Coordinate with the appropriate staff for proper execution of the company's marketing plan.
- Generate sales strategies.

Policies and Procedures Activities:

- Evaluate existing policies and procedures and make recommendations to the board of directors for approval. .
- Design and implement procedural improvements.
- Communicate board approved policies to PTSI employees as appropriate.
- Ensure adherence to PTSI policies and procedures by staff members.
- Maintain and update personnel files on all PTSI employees.

Budget Activities Oversight:

- Consult with Chief Financial Officer when projecting and developing the annual budget.
- Oversee product lines and rate their performance.
- Assess anticipated revenues and expenses related to contracts and agreements throughout the year.
- Make decisions regarding large organizational purchases and expenses to maximize budget efficiencies.
- Work with Chief Financial Officer on creating, revisiting, and implementing financial strategies.

Accounting Activities Oversight:

- Monitor all employee expenses.
- Ensure that all employee time records, including the Managing Director, are accurate and enforced.
- Review of monthly financial reports.
- Oversee accounts receivable and accounts payable.
- Review account reconciliations with Chief Financial Officer.
- Review credit card account(s) when required.
- Review and authorize all consultant and employee expense records for reimbursement.
- Review all PTSI account deposits.

- Coordinate with the PTSI Vice President before signing any PTSI contracts or agreements.

DIRECT REPORTS:

- The Managing Director reports to the President of the PTSI Board of Directors.

REPORTING PROCESS:

- A documented report shall be submitted to the PTSI President when requested.

PERFORMANCE REVIEW PROCESS:

- A documented performance appraisal shall be conducted quarterly during the first year and at least once annually thereafter by the President of the Board of Directors.

POSITION LOCATION:

- This position is an in-office position in East Syracuse, NY.

SALARY RANGE AND BENEFITS:

- Annual starting salary range for this position is \$110,000.00-\$120,000 depending on qualifications.
- Benefits as per PTSI policy, e.g., Health Plan, Sick Leave, Paid Vacation Days.

PRE-EMPLOYMENT AGREEMENT:

- Must be signed as a condition of employment.

PROBATIONARY PERIOD:

- One year from the date of employment in this position.