

Medical Lake School District #326  
Medical Lake, Washington

**CERTIFICATED POSITION ANNOUNCEMENT**

**Transportation Supervisor  
District**

Posting Date: April 15, 2019  
Closing Date: Open until filled

Posting # 1819.60  
Superintendent:  
\_\_\_\_\_ Date \_\_\_\_\_  
Personnel:  
\_\_\_\_\_ Date \_\_\_\_\_  
New Employee:  
\_\_\_\_\_  
Start Date: \_\_\_\_\_  
Replacing: \_\_\_\_\_

**SUMMARY OF ASSIGNMENT:**

This position reports to the Superintendent and is administratively responsible for planning, organizing and directing all operations of the Transportation Department to assure safe and efficient pupil transportation, vehicle maintenance, and effective vehicle acquisition, routing, and scheduling, within budgetary limitations. The position is also responsible for establishing and maintaining effective communications within the department and with parents, students, building staff, and principals. 260 day contract, salary \$63,336 - \$75,358 DOE.

**PERFORMANCE RESPONSIBILITIES:**

1. Supervise, monitor and direct activities of personnel in the Transportation Department including shop foreman, shop technician, driver trainer, transportation specialist and bus drivers.
2. Supervises the development of routing for the most efficient use of district vehicles and resources providing for cost-effective operation.
3. Ability to plan work schedules for maximum efficiency and effectiveness.
4. Maintain knowledge in areas of responsibility including guidelines from the Office of Superintendent of Public Instruction, federal, state and local laws, both for basic and special education transportation issues.
5. Ensure the accurate reporting of all operations data (state count, extra-curricular trips, maintenance and shop, etc.).
6. Effective decision making skills, excellent oral and written communication skills.
7. Ability to make independent judgments with minimal supervision.
8. Ability to communicate in a positive and professional manner.
9. Ability to maintain a high degree of confidentiality.
10. Provide direction, leadership, and planning in all areas of responsibility consistent with district policy and goals.
11. Drive a school bus on unanticipated or emergency basis.
12. Directs the administrative work associated with transportation, including but not limited to, Student Transportation Allocation Reporting System (STARS), budget preparation, vehicle purchases, reports,

expenditure records, and maintenance records in order to assure proper completion and accuracy within legally mandated time frame and record retention requirements.

13. Ability to use technology related software for routing, maintain and review bus audio, visual and GPS system. Conduct review of the on bus surveillance as needed.
14. Work with union officials regarding personnel matters; provide adequate training and where appropriate, implement progressive discipline.
15. Maintain a substitute worker list and call substitutes for work when needed.
16. Monitor and maintain the training records and authorization requirements of each school bus driver to assure each driver remains authorized, is given ample notification of training needs, is kept advised of school district policy and state regulations, so far as continuing employment is contingent upon compliance.
17. Prepare annual and probationary evaluations.
18. Maintain and coordinate training program for new and existing personnel along with drug and alcohol testing of drivers.
19. Review and recommend policy adoptions and revisions to the School Board through the Superintendent within areas of responsibility.
20. Prepare and manage departmental budget including approval of expenditures, staffing and recommendations for purchase of buses and other district vehicles. Employ the proper application of funding formulas to ensure that the District receives the maximum allowable revenue from the state.
21. Develop and supervise the transportation vehicle and motor pool maintenance program.
22. Resolve employee, community, school, and parent concerns within areas of responsibility.
23. Complete all transportation reports and assure compliance with all safety, regulatory, and reporting requirements. Conduct bus driver and student training and safety programs to ensure compliance with local, state and federal standards along with the District policy and procedures.
24. Conduct “on scene” and follow-up investigations of all district school bus related accidents and safety related incidents.
25. Check roads during inclement weather and recommend appropriate action to the Superintendent. Monitor and resolve transportation safety problems and concerns. This would include, but not be limited to, contacting state, city, and county road maintenance departments to ensure safe conditions on bus routes.
26. Coordinate student transportation activities with school officials, department heads, law enforcement agencies, and to other interested groups and individuals.
27. Assess and implement as needed, improvements and changes to enhance the efficient and effective operations of areas of responsibility.
28. Establish and maintain a good public relations program designed to promote understanding and support for areas of responsibility.
29. Assign route trips to drivers in accordance with collective bargaining provisions.
30. Able to work productively in a fast-paced hectic environment.
31. Perform related duties and special projects, as assigned.
32. Willingness to work long hours on varied time schedules as needed.

#### **QUALIFICATIONS:**

1. Three years of responsible experience in management and supervision preferred.
2. Advanced training or education beyond high school required; baccalaureate degree or equivalent work experience preferred.

3. A valid Washington State Driver's License.
4. Class B CDL preferred or able to attain (air brake restriction removed).
5. Washington State School Bus Driver Authorization preferred or able to attain.
6. CWU Pupil Transportation Management Training Program desired.
7. Able to pass agility test.
8. Good driving record.
9. Ability to pass appropriate drug and alcohol tests.
10. Strong understanding and knowledge of vehicle maintenance.

**IMMEDIATE SUPERVISOR(S):** Superintendent

**APPLICATION PROCEDURE:**

**Current Employees:**

Please submit a letter of interest

**Other Applicants:**

Please apply online through FastTrack at [www.mlzd.org](http://www.mlzd.org), navigate to the Employment page.

**Questions regarding applications can be directed to:**

Debra DuPey, Human Resources Specialist

[ddupey@mlsd.org](mailto:ddupey@mlsd.org) or 509-565-3120