

**STANWOOD-CAMANO SCHOOL DISTRICT**  
**HUMAN RESOURCES**  
**JOB DESCRIPTION**

**TITLE: Transportation Director**

Classification: Classified Administrator

Reports to: Assistant Superintendent of Operations

Work Schedule: 260 days; 8 hrs per day

**PURPOSE STATEMENT**

The Transportation Director is in charge of daily transportation functions and plans, directs, coordinates, and oversees all functions pertaining to the operation and maintenance of the district transportation department including personnel, equipment and facilities. The Transportation Director is responsible for developing, monitoring, and administering a transportation program to meet all State, Federal, and district safety compliance requirements. The Transportation Director is responsible to ensure the safe, efficient, economical transportation of students between home and school on a regular schedule and other destinations as required by the students' programs or school activities.

**ESSENTIAL FUNCTIONS**

This list of essential job functions is not exhaustive and may be supplemented as necessary.

Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Develop, administer, monitor, and modify the transportation program to meet all safety requirements while providing transportation services to meet the daily instructional program and extracurricular activities.
- Supervise departmental personnel including evaluating performance, assigning and directing work, disciplining, resolving problems, and promoting.
- Supervises the transportation specialist in the planning of bus routes, schedules and stops to comply with policies provided by the Board of Directors, ESD, Office of Superintendent of Public Instruction, and Washington State Patrol
- Recruit, recommend and hire staff. Develop training programs for new and existing staff.
- Perform the duties of the District's program administrator for the "Controlled Substance and Alcohol Testing program by implementing and insuring the district's compliance to the Federal Motor Carrier Department of Transportation's regulations, procedures, and policies.
- Participate in and mediate parent/student conferences to resolve or prevent misconduct and unsafe conditions involving transportation. Work cooperatively with principals in matters related to school discipline and Transportation through site visits and electronic communication.
- Develop, plan, and monitor the Transportation Department budget and administer the expenditure of funds as allocated. Initiate requisitions. Prepare and recommend all school transportation bids. Recommend selection for purchase. Develops specifications in conjunction with users and the business office for acquisition of buses, motor vehicles,

- and associated equipment. Plans for and makes recommendations for the timely replacement of motor vehicles and associated equipment.
- Ensures compliance to state law with regard to licensing, registration, and operation permits for all district vehicles
  - Conducts all vehicle accident investigations and coordinates proper reporting to law enforcement and insurance agencies. Initiates corrective action when appropriate
  - Monitors and makes recommendations to ensure that the district's voice communication system is functioning at an appropriate level to provide communications during emergencies and day-to-day operation
  - Provide leadership for district's emergency preparedness system through planning and coordination of training. Prepare emergency school closure procedures and assist with the implementation of the program as needed.
  - Maintains a close working relationship with the ESD and Office of Superintendent of Public Instruction to provide input on transportation costs, state funding formulas, driver training, and state regulations
  - Keeps the administration and Board of Directors informed on developments and changes in transportation services
  - Collects data and develops all required bus transportation reports with use of technological tools
  - Ensures all required reports are submitted to the proper agencies on a timely basis
  - Participates as a district representative in employee labor contract negotiations or other labor management groups
  - Represents the district on appropriate city, county and state transportation committees or commissions
  - Maintains all valid certificates, licenses, endorsements, and permits as required by state and local authorities
  - Supervise placement and maintenance of bus surveillance camera systems as needed
  - Job presence.
  - Other duties as assigned by employer.

### **JOB REQUIREMENTS: MINIMUM QUALIFICATIONS**

#### **Skills, Knowledge, and Abilities**

- Strong oral and written communication skills and strong active listening skills.
- Operating knowledge and comparable skills with personal computers and software including but not limited to Microsoft Office software products.
- Ability to communicate and interact collaboratively:
  - in person with coworkers and the public to present a professional and positive image of the department and the district
  - by telephone with parents, administrators, secretaries and coordinators
  - via radio or telephone with bus drivers to give, receive, and relay messages, pupil difficulties and mechanical problems
  - to provide accurate verbal and written information to drivers, mechanics, school personnel and the public
  - with union representatives in conjunction with the collective bargaining agreement

- Ability to evaluate, maintain, and operate a safe, efficient transportation operation
- Ability to read and interpret road and street maps
- Ability to work under pressure or stressful situations
- Ability to set priorities and meet inflexible deadlines
- Ability to maintain accurate records and generate computerized reports
- Ability to drive a bus and transport students as needed.
- Demonstrated knowledge of fleet operations and maintenance scheduling practices
- Knowledge of primary job functions of all transportation personnel
- Knowledge and understanding of policies and procedures as outlined in District policy and the Public School Employees Collective Bargaining Agreement
- Knowledge of district, state and federal regulations, policies and requirements for student transportation
- Knowledge of budget planning and management

### **Working Environment**

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles; outdoor weather conditions; toxic or caustic chemicals; risk of electrical shock and vibration from bus movement. The employee is occasionally exposed to extreme cold; extreme heat; wet conditions; and moving mechanical parts. The noise level in the work environment is usually moderate to loud. While performing the duties of this job the employee is regularly required to sit; use hands to finger, handle or feel; talk or hear. The employee is required to stand; walk; reach with hands and arms; stoop, kneel, crouch, or crawl; or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee will be required to occasionally work outside the regularly scheduled work day and attend Board meetings as directed.

### **Experience**

- High school diploma or equivalent required; Two or four year college degree preferred.
- Completion of Central Washington University Pupil Transportation Management Program and related coursework, or equivalent required.
- Minimum of four (4) years increasingly responsible experience in public or private transportation, including two years in a supervisory capacity
- Valid Washington State driver's license with a Commercial Driver's License endorsement and certified driver trainer qualifications (Class B, CDL with appropriate endorsements)
- Verification of good driving record

### **Special Requirements**

- Washington State Patrol and FBI Fingerprint Clearance.
- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigration Reform Act.

- HIV/HBV Training (obtain within 60 days of hire date-district provided)
- Sexual Harassment Training (obtain within 60 days of hire date-district provided)

**Continuing Ed./Training**

As required to maintain certificate

**Certificates**

**FLSA Status:**

Exempt

**Salary Range:** Per District

Administrative Schedule

Classification History

Job Description Developed: 12/13/04

Revised: 7/09; 7/10; 7/12

*The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.*