Position Opening Announcement
PROSSER SCHOOL DISTRICT #116
1126 Meade Avenue Suite A
Prosser, WA 99350-1264
Phone: (509) 786-3323
FAX: (509) 786-2062

Transportation Supervisor

*** Application Information ***

Position: Transportation Supervisor
Job Description: See attached job description
Hiring Timeline: Open period: June 19 – July 5, 2019 or until filled

Terms of Employment:
Rate of Pay: $56,897 – 72,443
8 hours per day, 260 days per year.

Application Procedure:
Internal applicants need only submit a letter of interest if all information requested (listed below) is on file and current (less than 2 years old).

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Prosser School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boys Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination:

Title IX Coordinator and Compliance Coordinator for State Law
Bryan Bailey
1203 Prosser Avenue
Prosser WA 99350
(509)786-1224
bryan.bailey@prosserschools.org

Section 504/ ADA Coordinator
Dr. Syndi Duehn
1109 Meade Avenue
Prosser WA 99350
(509)786-1820
syndi.duehn@prosserschools
**Transportation Supervisor**

*** Job Description ***

**Skills and Qualifications**

- A Minimum of five (5) years transportation supervisor experience, with experience with student management and discipline. Comparable experiences will also be considered.
- Possession of a valid Washington State Commercial Drivers Class B License with passenger, air brake and school bus driver endorsements and CDL Physical and first aid card.
- Possession of OSPI Driver Instructor’s Certificate, with the ability and knowledge to train and instruct new bus drivers and/or district personnel.
- Successful completion of the OSPI Pupil Transportation Management Program.
- Experience in supervision of personnel, routing and scheduling, bus driver training, accident investigation, bus maintenance, inventory control, cost accounting, budgeting, and record keeping.
- Fleet management experience required.
- Background in mechanics including knowledge of equipment and methods used to maintain/repair busses, vehicles and support equipment.
- Knowledge of federal and state laws, regulations, and safety standards pertaining to K-12 and special education student transportation.
- Knowledge of national and state standards for school buses.
- Knowledge of labor relations issues and employment law.
- Ability to prepare specifications for bus and maintenance vehicles.
- Ability to communicate effectively both orally and in writing.
- Proven ability to establish and maintain effective working relationships with a variety of people, including work with labor unions.
- Skilled in problem solving, decision making, and conflict resolution.
- Proficient in the use of various business and specialized computer applications, e.g., Word, Excel, and computerized routing programs.
- High school diploma or equivalent is required.

**Reports To:** Superintendent/Assistant Superintendent of Business and Operations.

This job description has been developed for use by the Prosser School District.
Effective: June 19, 2019
Major Tasks and Responsibilities: Transportation Supervisor:

- Direct and monitor activities of all personnel in the Transportation Department.
- Establish and implement policies, procedures, and standards for the efficient, safe, and effective operation of the Transportation Department.
- Provide leadership and vision through the development of short and long-range goals and objectives.
- Participate in personnel matters relating to the Transportation Department including hiring, discipline, evaluations, training, testing, and payroll.
- Respond to and investigate all emergencies and accidents involving district vehicles. Work cooperatively with law enforcement and insurance representatives.
- Advise the Superintendent on road conditions for decisions relating to school closures, modified bus routes, and/or scheduling of alternate school hours during inclement weather.
- Prepare and manage a departmental budget which applies the proper funding formulas to ensure maximum allowable revenue from the state.
- Recruit new CDL drivers. Coordinate and maintain a comprehensive training program for new and existing personnel.
- Prepare, analyze, and submit reports as required by the District, OSPI, WSDOT and other governmental agencies.
- Develop and supervise a system for acceptable student behavior standards and consequences and confer with building administrators, parents, drivers, para-educators, and students regarding student disciplinary issues on a daily basis.
- Maintain knowledge of federal, state, and local laws relating to basic and special education transportation issues.
- Supervise all mechanical repairs to fleet and motor pool vehicles.
- Organize and assist school building personnel with two-way radio operations and repairs.
- Develop school bus specifications which meet the need of the district and fully comply with state and federal regulations. Recommend procurement of additional or replacement buses and disposal of old and uneconomical units.
- Establish and maintain effective communication within the department, the District, and the public.
- Communicate and enforce work rules, safety requirements, and performance standards for all Transportation Department employees.
- Coordinate the use of a computerized routing and locating program to assist in completing state reports, analyzing routes and stops, and providing for cost-effective operation.
- Interpret collective bargaining agreements pertinent to employees of the Transportation Department.
- Maintain accurate electronic, digital, paper records.
- Develop long-range plans for safety, fleet maintenance, and purchasing.
- Perform other duties/responsibilities as assigned by the Superintendent/Assistant Superintendent of Business and Operations.