FIFE PUBLIC SCHOOLS

DIRECTOR OF TRANSPORTATION

Timeline:
- CLOSING DATE – June 21, 2019
- INTERVIEW DATE – June 27, 2019
- START DATE – August 1, 2019.

REPORTS TO: Assistant Superintendent

JOB GOAL: The Director of Transportation manages the day-to-day operations of the Transportation Department in order to ensure safe and efficient transportation of students in support of the School District’s instructional and extracurricular programming.

PERFORMANCE RESPONSIBILITIES:

GENERAL LEADERSHIP EXPECTATIONS:

- Understand and support the educational environment and the District’s mission, vision, and Strategic Plan.
- Implement principles and practices of effective leadership and management as well as research-based best practices in the area of student transportation systems.
- Facilitate and promote collaborative decision-making and consensus among groups of individuals with diverse interests, values, and needs; provided guidance and direction to staff; facilitate conflict resolution; and inspire and support staff in carrying out District and Department goals.
- Participate as a member or facilitator in meetings, workshops, and seminars that may involve a wide range of issues such as goals attainment, problem resolution, and District operations for the purpose of conveying and/or gathering information required to perform job duties.
- Recommend solutions to a wide variety of issues for the purpose of addressing the short- and long-term needs of the District.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide leadership to the Transportation Department operations including monitoring daily operations to assure that work is performed safely and efficiently and in accordance with appropriate regulations, policies, procedures, and guidelines.
- Oversee all aspects of transportation service including supervision, direction, and evaluation of drivers and mechanics staff and ongoing and preventative maintenance.
- Resolve daily operational problems and emergencies and inform the Assistant Superintendent and/or designee of any concerns, safety issues, or other pertinent information.
- Perform road checks during periods of inclement weather and provide recommendations to the Assistant Superintendent or designee regarding changing school schedules including school cancellations due to weather and/or road conditions.
- Prepare required state and district reports accurately and on time.
- Oversee driver training and professional development to ensure drivers meet safety and customer service standards and are in compliance with state laws and regulations.
- Assist in resolution of labor management issues applicable to the transportation department in compliance with collective bargaining agreements.
- Establish and maintain positive customer relationships with parents and staff members in an effort to prevent and resolve concerns.
- Coordinate and assist with collision investigations, safety programs, student management, and drug/alcohol testing.
- Coordinate with the mechanics staff to prepare for annual state bus inspections.
- Collaborate with a variety of personnel from other departments, districts, state agencies, and organizations related to pupil transportation.
- Coordinate with local municipalities and agencies to improve student walkways, road conditions, and other safety related issues in the District under the direction of the Assistant Superintendent.
- Manage bus and other vehicle purchasing plans in compliance with District policy and procedures.
- Drive busses in the event of an emergency situation or unavailability of trained personnel.
- Perform other related duties as assigned by Superintendent or designee.

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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of safety standards, laws, codes, rules, regulations, policies, and procedures relating to student transportation
- Knowledge of principles and practices of student transportation planning, scheduling, and route development
- Knowledge of ongoing and preventative vehicle maintenance and safety practices
- Knowledge of practices of management, supervision, and performance evaluation
- Ability to conduct driver training and provide quality professional development opportunities to department staff
- Ability to operate a school bus and other District vehicles in a safe and legal manner
- Ability to communicate effectively orally and in written form
- Ability to use job related software, technology, and equipment
- Ability to facilitate and promote conflict resolution
- Ability to use sound judgment and work under pressure
- Ability to establish and maintain positive working relationships with other
- Ability to maintain confidentiality

ADDITIONAL REQUIREMENTS:

- Valid Washington State Commercial Driver’s License Class A or B; Passenger and School Bus Endorsement; current medical certificate (or ability to obtain).
- Successful Washington State Patrol check and FBI Fingerprint Clearance Report and Disclosure Statement in accordance with state law.

PREFERRED CANDIDATES WILL POSSESS:

- Three (3) to Five (5) years of experience in school district transportation operations, with at least one (1) year experience in hiring and supervising staff.
- Certificate of Completion of the Pupil Transportation Management Program
- Valid First Aid and DPR Certificates (or ability to obtain).

SALARY – Competitive among similarly sized districts.

WORK YEAR – 260 day work year; 12 holidays; 30 vacation days; 2 personal leave days

EVALUATION – Performance will be evaluated annually by the Assistant Superintendent.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, and walk. The employee is frequently required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to reach above and below their shoulders and bend/twist at the waist. The employee must regularly lift and/or move up to 20 pounds and occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The noise level in the work environment is usually moderate.

*Job descriptions are written as a representative list of the ADA essential duties performed by the entire classification. They cannot include, and are not intended to include, every possible activity and task performed by every specific employee.*

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