

TRANSPORTATION SUPERVISOR

170 Days, Hourly position, 7 hours per day, DOE

OPENS In House: Wednesday, August 20, 2024

Opens to the Public: Wednesday, August 28, 2024

CLOSES: Open until filled

Position Details: The transportation supervisor of Wilson Creek School District will be responsible for routing, reporting and trip coordination.

Reports Directly To: The Superintendent

Duties and Responsibilities are inclusive but not limited to the following:

1. Routing & Mapping – Operate the STARS system through OSPI. Make changes as required to routes, assign routes, and maintain routing data per state requirements. Prior to the start of school, drive all routes and establish times for efficient start up.
2. Call for subs when drivers are absent
3. Assist in hiring drivers when necessary
4. Attend monthly regional transportation supervisor meetings
5. Maintain and report monthly, weekly and daily logs and all other reports related to transportation as required by district and state
6. Ensure motor-pool vehicles are ready for staff use as required by coordinating with Vehicle Technician to make sure vehicles are safe, fueled, etc.
7. Maintain records of driver eligibility including Records Requests, Physical Certifications, Employment Disclosures, Licensing etc.
8. Maintain the Vehicle White Board in the bus garage with current schedules of trips and events requiring vehicles and drivers, and assist drivers in remembering specific duties
9. Prep buses as necessary for personal routing and assist other drivers as time allows
10. Maintain open communication with Superintendent, Athletic Director, Office Staff, Vehicle Technician, Business Manager and other staff relating but not limited to:
 - Student Data
 - Fiscal Reporting
 - Bus/Vehicle repairs
 - Accidents
 - Sports & Extracurricular Events

Disclaimer: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees to this job. Wilson Creek School District – An Equal Opportunity Employer

The Wilson Creek 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 Boy Scouts and other designated youth groups. The Civil Rights Compliance Coordinator is available to handle questions and complaints of alleged discrimination. If you have questions and/or concerns please call Sally Nelson (Civil Rights Compliance Coordinator) snelson@wilsoncreek.org or Amy Hickok (504/ADA Coordinator) ahickok@wilsoncreek.org or Kirk Freeman (Title IX) kfreeman@wilsoncreek.org at Wilson Creek School District PO Box 46, Wilson Creek, WA 98860, phone 509-345-2541.

El Distrito Escolar de Wilson Creek no discrimina en sus programas o actividades por motivos de sexo, raza, credo, religión, color, origen nacional, edad, condición de veterano de guerra o grado militar, orientación sexual, expresión de género o identidad, discapacidad o uso de perro guía entrenado o animal de servicio, y ofrece igualdad de acceso a los Boy Scouts y a otros grupos de jóvenes especificados. El empleado mencionado a continuación ha sido designado para atender consultas y quejas de supuesta discriminación: Sally Nelson, La directora, snelson@wilsoncreek.org o Amy Hickok ahickok@wilsoncreek.org o Kirk Freeman kfreeman@wilsoncreek.org Wilson Creek School District PO Box 46, Wilson Creek, WA 98860, telefono 509-345-2541.

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11. Assist in evaluating road conditions in inclement weather utilizing Moses Lake Co-op, and calling Superintendent with conditions
12. Ensure bus drills are taking place and all drills are appropriately documented
13. Prior to end-of-year departure, schedule and prepare for all summer events requiring use of district vehicles
14. Other duties within the scope of transportation as assigned.

Salary: Salary dependent on experience and education. This is an hourly position, 170-day contract., 7 hours per day.

Application: Please submit the following:

- Letter of interest
- Completed Classified application packet (available on our website at www.wilsoncreek.org)
- At least three (3) references qualified to assess your past work history

Inquiries may be directed to 509-345-2541 or email jobs@wilsoncreek.org
Please submit all application materials to:

Wilson Creek School District
PO Box 46
400 Navar Street
Wilson Creek,

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