

WILSON CREEK SCHOOL DISTRICT

PO BOX 46
WILSON CREEK, WA 98860

TELEPHONE (509) 345-2541
FAX (509) 345-228

TRANSPORTATION SUPERVISOR

196 Days, Hourly Position DOE
OPENS: Wednesday, April 25, 2018
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
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: Wilson Creek School District follows the state salary schedule. Salary dependent on experience and education. This is an hourly position, 196-day contract.

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, WA 98860