



**TRANSPORTATION MANAGER**  
**SUPPORT SERVICES**  
**LAKE WASHINGTON SCHOOL DISTRICT**

**SUMMARY:**

The Transportation Manager provides leadership and direction in managing the Transportation department of Washington State's second-largest school district in accordance with district, state, and federal regulations and policies. The Transportation Manager develops, plans, and executes all transportation functions and is responsible for ensuring services are completed across the district's 76 square miles in a safe and efficient manner, within budget, and in compliance with all relevant regulations. This position is responsible for establishing and maintaining effective communication within the department and with students, parents, community, district staff, and school principals. This position is a member of the District Leadership Team (DLT) and reports to the Associate Director, Support Services.

**SALARY:** \$144,715 per year. 261 days. This is an exempt position. Full benefit package available.

**ESSENTIAL JOB FUNCTIONS:**

- Directs the planning and implementation of the district's Transportation department aligned with district strategic plans priorities and objectives including: finances, safety, regulatory compliance, personnel decisions, preparation of program reports and communication with district leadership, school staff and district departmental staff.
- Ensures that the Transportation department complies with district, state, and federal regulations.
- Responds to parent questions and concerns and coordinates with building administration, parents, and transportation staff in regard to student behavior and discipline events while riding district transportation.
- Develops, implements and maintains policies and procedures consistent with industry best practices and current laws.
- Oversees and manages the vehicle maintenance program including annual state bus inspections.
- Oversees the development of safe and efficient bus routes and stops, including special education transportation within and outside the District, McKinney-Vento and other contracted carriers for specifically designated routes and all extra-curricular transportation.
- Supports Risk Management with the development and implementation of students' safe walking routes to school.
- Oversees, supervises, and evaluates the performance of employees as assigned; ensures the currency of all licenses, endorsements, and certifications for employees to accomplish assigned duties and responsibilities
- Coordinates with Human Resources for the recruitment, hiring, and retention of employees for the purpose of accomplishing department objectives within budgetary constraints.
- Oversees the development of a regular training program in accordance with statutory obligations for all transportation employees.
- Manages the Transportation Vehicle Fund budget and makes recommendation for the purchase of buses and other district owned vehicles
- Ensures timely and accurate reporting for district, state and federal reporting requirements, including fleet maintenance records.
- Plans, prepares and monitors the transportation budget during the year to ensure ensures accountability of funds.
- Administers the collective bargaining agreements of labor organizations associated with transportation services, including routine personnel questions. Participates in collective bargaining teams and regular labor management meetings.
- Represents the District on various internal and external committees as appropriate or assigned.
- Performs road checks during periods of inclement weather and makes recommendations to leadership regarding the safety of transportation to and from District facilities.
- Respond to vehicles incidents and accidents; coordinate response with other agencies, prepare incident reports, takes appropriate action to reduce accidents
- Provides leadership in the selection, use, and implementation of appropriate software programs to facilitate all aspects of transportation operations.
- Advises leadership on policy and procedure issues related to transportation operations and the implementation of educational proposals, including operational and financial impacts on desired results in serving students.
- Develops and maintains excellent working relationships with constituents, stakeholders, and other departments throughout the district.
- Performs other duties as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of district policy and procedures, federal and state laws, regulations and standards pertaining to the transportation industry, school buses and school transportation.
- Knowledge of fleet operations, equipment needs, and routing software
- Knowledge of transportation vehicle acquisition, replacement specifications and applicable safety and legal standards.
- Knowledge of principles, practices and techniques of vehicle maintenance and related safety and standards.
- Knowledge regarding the industry-accepted procedures for accident investigation.
- Knowledge of labor relations and employment law.
- Skill in defusing emotion-charged situations and conflict resolution and make appropriate timely decisions.
- Skill in management of emergency situations.
- Skill in strong, positive communication strategies to resolve customer concerns including parents, students, and staff.
- Ability to develop, implement and assess departmental policies and programs focused on best practices.
- Ability to think creatively in order to solve difficult problems with effective solutions,
- Ability to develop, manage and report budgets and financial information to a variety of customers.
- Ability to communicate effectively both orally and in writing with a diverse group of people.
- Ability to establish and maintain effective/appropriate relationships with school and district staff, students and community groups.
- Ability to maintain confidentiality.
- Ability to be attentive to detail and meet deadlines and schedules.
- Ability to work under pressure in a high stress environment and adapt to frequent and sustained interruptions.
- Ability to research, interpret and analyze information relevant to assigned responsibilities.
- Ability to utilize computers, software, and technology to support the district; ability to learn new software or technologies that offer value to the district.

## **EDUCATION & EXPERIENCE REQUIREMENTS:**

- Five years of progressively responsible experience working in a large organization with a focus on transportation operations, logistics, facilities management, or related field.
- A bachelor's degree in administration, management or a relevant field of study. Qualifying experience may be substituted for educational requirements.

## **WORKING ENVIRONMENT:**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, reaching, carrying, pushing and/or pulling; some walking and bending; and frequent keyboarding. Generally, the job requires 40% sitting, 30% walking and 30% standing. The job is performed with the majority of time spent indoors and under minimal temperature variations; a portion of the day will be time spent outdoors and is subject to a variety of changing weather conditions and potentially uneven/slippery surfaces.

### **Immigration Reform and Control Act Requirement:**

All new employees are required by law to submit documentation to Human Resources proving eligibility to work in the USA by completing an employment eligibility form within three days of employment.

### **Applicant Disclosure Statement:**

Pursuant to Chapter 486, Laws of 1987, all applicants must complete the disclosure form provided by Human Resources at the time of application.

### **Background Check on Recommended Candidate:**

Human Resources will also make a reference check inquiry on recommended candidates. According to 1992 legislation ESHB 2518, all school employees with regularly scheduled unsupervised access to children are required to have a criminal background check, which includes fingerprints.

The Lake Washington School District does not discriminate on the basis of race, color, national origin, sex, disability, age, gender, marital status, creed, religion, honorably discharged veteran, military status, sexual orientation, gender expression, gender identity, the presence of any sensory, mental or physical disability, or the use of a trained guide dog or service animal by a person with a disability, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

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**LAKE WASHINGTON SCHOOL DISTRICT IS A SMOKE-FREE WORKPLACE**