

# SHORELINE UNIFIED SCHOOL DISTRICT

P.O. Box 198 Tomales, California 94971 (707) 878-2266 FAX: (707) 878-2554



## **POSITION VACANCY INTERNAL / EXTERNAL CLASSIFIED MANAGEMENT TRANSPORTATION DEPARTMENT**

**Position:** Director of Transportation

**Salary Range:** \$80,974 - \$101,125 annual salary depending on experience, 230 days per year/12 months  
Generous benefits package.

### **Job Summary:**

Works under general direction of the Superintendent or his designee and in cooperation with fiscal officer to supervise and coordinate the district's transportation system. Plans, schedules, adjust and/or rearrange routes to insure efficient utilization of manpower and equipment. Provides training program for bus drivers. Prepares, maintains and distributes administrative documentation required to provide transportation services.

### **Qualifications:**

- Associates Degree or recognized equivalent.
- Valid California Class A or B driver's license and a California Special Drivers Certificate for School Buses.
- Possession of a California Department of Education school bus driver's instructors certificate is desirable.
- Knowledge of provisions of the California Motor Vehicle and Education Codes and the Department of Transportation Drug and Alcohol Testing procedures applicable to the operation of vehicles in the transportation of students.
- Ability to plan and supervise District transportation busing operations.
- Principles of dispatching and scheduling of school buses.
- Principles of efficient and economical bus routing techniques and scheduling of employees.
- Ability to work in stressful professional environment that requires flexibility
- Fingerprint and TB clearance will be required as a condition of employment
- Bilingual in Spanish preferred.

### **Essential Job Functions:**

- Plans, coordinates, and organizes transportation services by setting priorities, meeting schedules, and timelines.
- Coordinate staff and driver schedules and assignments.
- Supervises bus routing, schedules, and maintains operational familiarity and support with bus routing/transportation department software.
- Supervises, coordinates, and evaluates assigned transportation staff.
- Supervises and coordinates field trips.
- Participates in "No School Today" procedures by checking roads or other hazardous conditions throughout the district and making recommendations to the Superintendent. Reports any hazardous conditions to proper authorities at any time necessary.
- Training, supervision and evaluation techniques.
- Maintain records and prepare written and oral reports.
- Manages DMV Pull Notice and State Drug and Alcohol Testing programs.

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- Analyzes traffic conditions, bus capacity, and student distribution in order to make workable adjustments in operations.
- Confers with District and site administrators and parents regarding transportation.
- Ensures transportation representation in Individual Education Program meetings with special education staff.
- Coordinates bus evacuation drills and classroom instruction in safe bus riding practices as per State requirements and keeps records of the same.
- Rules and regulations affecting District Transportation Department; geographic and topographic characteristics of the community served by the District.
- Arranges for California Highway Patrol inspections of buses, facilities, records and safety related issues
- Participates in preparing specifications for vehicle and equipment acquisitions.
- Establishes and maintains cooperative and effective working relationships with others.
- Participates in transportation personnel selection and training.
- Assists with budget recommendations directed to safe and efficient transportation services.
- Attends meetings, workshops, and conferences to maintain a current knowledge of legislation, legal codes, and requirements.
- Recommends long-range plans to meet future transportation needs.
- Serves on District policy committees as needed.
- Performs other related duties as assigned.

## **Location:**

Shoreline Unified School District Office a small rural school district located in Tomales, California, with approximately 105 employees. The Transportation department consists of 7 bus drivers.

## **Application Process:**

Submit completed application via Edjoin.org: <https://www.edjoin.org/Home/JobPosting/986886>

- Letter of interest describing your reasons for applying for this position.
- Resumé
- Appropriate Credentials
- Two current letters of reference regarding your performance in previously held positions.

Current employees of Shoreline Unified should submit a letter of interest with your qualifications to the District Office by application deadline.

## **Application Deadline:**

Must be received by Friday, December 8, 2017, at 4:00 p.m.

Interviews scheduled for Thursday, December 14, 2017

Open until filled