



# Lynden Christian Schools

## Direct Reporting

Director of Finance and Administration  
Transportation Committee

## Direct Reports

Daily Route Drivers

## Position Description

The Transportation Supervisor shall be responsible for efficient and effective management of transporting students using school owned and operated equipment within policies established by the Transportation Committee and approved by the Board of Directors. Position will work with the Maintenance Supervisor to ensure driving staff are properly trained and equipped to transport students.

## Qualifications:

1. A faith in Jesus Christ as Lord and Savior of your life.
2. Active member of an evangelical Christian church.
3. Demonstrate excellent communication skills – both written and oral.
4. Ability to communicate and interact collaboratively.
5. Excellent interpersonal relationship and leadership skills.
6. High school diploma.
7. Minimum of two (2) years' experience in a position relating to school transportation operations and planning preferred.
8. Knowledge of Washington State pupil transportation rules and regulations. Washington State Pupil Transportation Manager Certificate preferred or enroll within a year.
9. Certification by the State of Washington as a Driver Trainer preferred or obtain within a year.
10. Possess valid licenses/certificates for school bus drivers as established by the State of Washington and the Superintendent of Public Instruction or ability to obtain required endorsements.
11. Experience in the development and implementation of school bus driver training programs preferred.
12. Familiarity with fleet operations preferred.
13. Ability to schedule and coordinate activities.
14. Ability to make independent judgements with minimal supervision and maintain a high degree of confidentiality.
15. I have the ability to operate Windows-based PCs and related software.
16. Personal and professional commitment to excellence.



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## Position Responsibilities:

### Establish and Manage School Bus Routing Systems:

1. Establish and maintain daily bus routes and assignments for drivers, within policy guidelines, using a computerized routing system (Traversa).
2. Effectively communicate in a timely fashion with families, drivers, and building staff of route changes and adjustments.
3. Effectively address parent inquiries, requests and concerns regarding scheduling and safety matters within school policy.
4. Compile and analyze information essential to establish regular and extracurricular activities requiring transportation.
5. Advise building offices of route changes, bus changes, late arrivals, departures, etc.
6. Resolve schedule problems (e.g., stop requests, driver absenteeism, out-of-service vehicles, etc.) to ensure that all transportation needs are covered.

### Establish and Manage the Scheduling of Equipment and Drivers for Transportation Assignments:

1. Working with maintenance supervisor, ensure all operators of transportation equipment are sufficiently trained and are fully compliant with licensing laws for school bus drivers in the State of Washington.
2. Respond to calls from bus drivers regarding emergency or unanticipated situations (student discipline, mechanical problems, etc.).
3. Prepare field trip sheets, maps and other information vital to safe transportation by bus drivers.
4. Prepare the daily/weekly roster for drivers to bid for extra driving assignments and the assignment of out- of-town trips in accordance with the transportation policy.

### Leadership Responsibilities:

1. Monitor, recruit, and evaluate needs and performance of daily route drivers.
2. Develop initial and recurring training programs as well as implement these programs for bus drivers and substitute bus drivers.
3. Oversee and implement dispatch responsibilities.
4. Investigate accidents, incidents and potential misconduct. Make recommendations to the Director of Finance and Administration for performance improvements or disciplinary action.
5. Ensure accurate reporting of all operations data (state count, extra-curricular trips, maintenance and shop, etc.)
6. Ensure compliance with state and federal regulations and Lynden Christian School policies and procedures.
7. Assist the superintendent to review road conditions in the event of inclement weather and other weather-related emergencies.
8. Support bus drivers off-site for bus accidents, breakdowns or other emergency situations.
9. Maintain confidentiality.



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10. Maintain a professional image, demeanor and appearance at all times.

## Other Duties:

1. Drive school bus on unanticipated or emergency basis.
2. Respond to and process inquiries and requests from parents, staff, administrators for information concerning routes, stops, schedules, loads, rules and regulations, and other information as appropriate.
3. Perform other duties and assume such other responsibilities as assigned by the Director of Finance and Administration.