

# CASHMERE SCHOOL DISTRICT #222

## JOB DESCRIPTION

Position Title: Director of Transportation

Definition of Position: Manage, direct, and coordinate safe, efficient and economical operation of the school transportation system. Develop and implement short- and long-term plans and strategies for meeting the district's goals and objectives for student transportation.

Immediate Supervisor: Director of Operations

Required Qualifications:

- High school diploma or equivalent.
- Experience in transportation services as a driver or mechanic.
- Valid Class A or B CDL with passenger and school bus endorsements.
- Experience operating school buses and interpreting route maps.
- Successful results of criminal background check.
- Maintain confidential information.

Desired Qualifications:

- Supervisory experience in a school district including route planning and operations.
- WA State school bus driver trainer certification.
- Coursework in business, public administration, or transportation.
- 2+ years in a leadership or supervisory role.
- Bilingual: English/Spanish

Essential Responsibilities:

**Planning and Operations**

- Design and optimize bus routes for safety and efficiency.
- Oversee daily transportation operations, including dispatch, routing, and driver coordination.
- Collaborate with school leadership to plan annual transportation needs.
- Maintain accurate records and reports on personnel, equipment, and inventory.
- Recommend staffing, equipment, and budget allocations to support service quality.
- Prepare and submit documentation to support state transportation funding and allocation processes.
- Leverage transportation software systems for data management and planning.

Cashmere 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 following employees have been designated to handle questions and complaints of alleged discrimination:

**Title IX Coordinator** – Scott Brown, 329 Tigner Rd, Cashmere (509) 782-2914 [sbrown@cashmere.wednet.edu](mailto:sbrown@cashmere.wednet.edu)

**Civil Rights Compliance Coordinator** – Scott Brown, 210 S Division, Cashmere (509) 782-3355 [sbrown@cashmere.wednet.edu](mailto:sbrown@cashmere.wednet.edu)

**Section 504/ADA Coordinator** – Michelle Christensen, 101 Pioneer Ave, Cashmere, (509) 782-2710 [mchristensen@cashmere.wednet.edu](mailto:mchristensen@cashmere.wednet.edu)

## CASHMERE SCHOOL DISTRICT #222

### Leadership and Supervision

- Supervise and evaluate transportation staff, including drivers and mechanics.
- Promote a professional, respectful, and supportive departmental culture.
- Provide coaching, feedback, and performance evaluations.
- Ensure compliance with district, state, and federal transportation policies.
- Lead continuous improvement efforts to enhance service delivery.
- Serve on the school district management team.

### Communication

- Serve as liaison with parents, school staff, law enforcement, and community partners.
- Demonstrate a basic understanding of student rights, including discipline and privacy guidelines.
- Utilize effective and civil oral and written communication skills.
- Be a positive team player who works with others in a professional, collaborative manner.

### Safety & Compliance

- Ensure students' safety on buses and at bus stops.
- Monitor compliance with transportation laws and safety standards.
- Oversee transportation for students with special needs.
- Conduct safety training and emergency preparedness drills.
- Investigate incidents and implement corrective actions.
- Manage vehicle maintenance and inspection programs.

### Other Related Duties

- Serve as a backup driver when necessary.
- Perform related duties and responsibilities as required.
- Ability to perform physical tasks including lifting up to 50 lbs., operating buses, and maintaining visual/auditory acuity for safe transportation.

#### Terms of Contract:

Salary:	\$35.00 - \$42.41 per hour DOE
Length of Contract:	8.0 hours per day/211 days per year, Continuing contract
Benefits:	Health insurance benefits include medical, dental, vision, life and long-term disability plans through the School Employee Benefits Board (SEBB). Retirement benefits are provided through the WA State Department of Retirement Systems (DRS).
Leave:	Paid leave benefits include 12 days of sick leave accrued per year. Benefits may be prorated based upon date of hire/FTE.
Schedule:	Letters of interest and applications accepted through Fast Track

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