

Job Posting

TRANSPORTATION SERVICES MANAGER

The German International School Washington D.C. is seeking an experienced Transportation Services Manager for its bilingual Preschool to 12th grade school located in Potomac, MD.

OPENING:

2019-2020 school year

GENERAL INFORMATION:

This position is full-time and exempt.

DESCRIPTION:

The Transportation Services Manager:

- Provides leadership and oversees the day-to-day operations of the Transportation department
- Facilitates staff meetings to provide annual in-service and address operational issues
- Reviews and approves drivers' time sheets in accordance with school policy; oversees performance evaluations and staff development
- Provides guidance and direction to staff and promotes a positive team environment
- Plans and coordinates the scheduling and routing of regular and special event transportation programs; assigns drivers to routes and buses; conducts studies of traffic conditions, makes adjustments as necessary
- Maintains bus fleet by engaging outside vendors to perform preventative maintenance as well as ensuring all required inspections are completed in accordance with state requirements
- Maintains current knowledge of state regulations regarding bus operation, safety, and other regulatory requirements
- Manages bus and other vehicle purchasing
- Operates school bus and school vehicles as necessary
- Performs other related duties as assigned

REQUIREMENTS:

- Knowledge of safety standards, laws, codes, regulations, relating to pupil transportation
- Bachelor's degree preferred, but not required
- At least five (5) years' experience in school transportation operations, with at least two (2) years' experience hiring and supervising staff
- Valid Maryland State CDL, Class A or B; Passenger and School Bus Endorsements; current medical certificate or ability to obtain; clean driving record
- Valid First Aid and CPR Certificates
- Position subject to Fingerprint background check
- Position subject to random drug testing
- Authorized to work in the U.S. for any employer

To Apply:

Please submit your application to jobs@giswashington.org.

Potomac, April 11, 2019

Kind regards,

Delores Dean
Director of Administration