



## **Transportation Specialist - Job Description**

**Reports to:** Chief Financial Officer (CFO)

**Status:** Full-Time, Non-Exempt, Non-Bargaining Unit Position

**Term:** One-Year Temporary Position, Renewable Annually

We are seeking a highly responsible and safety-focused Transportation Specialist to support student transportation operations across the School's campuses and programs. This position plays a critical role in ensuring the safe, efficient, and compliant transportation of students while also supporting broader transportation logistics, fleet oversight, safety preparedness, and operational coordination.

The ideal candidate is dependable, proactive, detail-oriented, and comfortable working in a dynamic school environment requiring flexibility, professionalism, and strong communication skills. This role combines daily student transportation responsibilities with transportation operations support, safety compliance, and emergency preparedness functions.

This is a temporary one-year operational position that may be renewed annually based on operational needs, enrollment, route demands, and School discretion. If you thrive in a collaborative setting and have a keen eye for detail, we encourage you to apply!

### **DUTIES and RESPONSIBILITIES**

#### Student Transportation Operations

- Safely transport students to and from school on assigned routes and for approved school activities in compliance with all federal, state, and local regulations.
- Conduct morning and afternoon transportation routes and provide transportation support for physical education programs, athletics, field trips, extracurricular activities, camps, and other School programs as assigned.
- Assist with student loading and unloading procedures while maintaining a safe and orderly transportation environment.
- Maintain effective communication with School administration regarding delays, incidents, route conditions, or operational concerns.
- Support transportation coverage across multiple campuses and Bay Area destinations as operational needs require.

#### Transportation Operations and Fleet Support

- Perform and document daily pre-trip and post-trip inspections in accordance with CHP, DOT, and School requirements.
- Coordinate maintenance scheduling and communicate repair or safety concerns promptly to administration and maintenance vendors.

- Monitor vehicle cleanliness, operational readiness, and compliance documentation.
- Maintain transportation logs, mileage records, fueling records, inspection reports, and incident documentation.
- Support transportation planning and operational logistics for special events, emergency situations, and School programming.

#### Safety and Emergency Preparedness

- Participate in emergency preparedness planning and transportation-related emergency response procedures.
- Assist with evacuation drills, emergency transportation coordination, and student safety protocols.
- Maintain all required certifications, safety training, and compliance requirements throughout employment.
- Participate in mandatory DOT random drug and alcohol testing programs as required by law.
- Maintain a safe environment for students, families, and staff at all times.

#### Operational Flexibility

- Work schedules may vary within an eight-hour operational window based on route schedules, field trips, operational demands, training requirements, or special events.
- Ability to arrive early, stay late, or occasionally work evenings or weekends in support of School transportation needs.
- Participate in required training, maintenance coordination days, certification renewals, and emergency preparedness activities.

#### Additional Responsibilities

- Collaborate professionally with students, families, faculty, staff, and external vendors.
- Maintain confidentiality and professionalism in all aspects of the role.
- Perform other transportation and operational duties as assigned by the CFO or designee.

### **WORK SCHEDULE**

This position is scheduled for approximately one hundred eighty (180) workdays annually, including:

- Approximately one hundred seventy-one (171) instructional route days aligned with the School calendar; and
- Approximately nine (9) required training, maintenance, certification, emergency preparedness, and operational support days.

Daily schedules may vary based on transportation assignments and School operational needs. This position is classified as non-exempt under California law and is eligible for overtime compensation in accordance with applicable federal and California wage and hour laws. All overtime must be approved in advance by the administration.

## **QUALIFICATIONS**

### Required

- Valid California Class B Commercial Driver's License (CDL) with Passenger (P) and School Bus (S) endorsements.
- Valid California Highway Patrol (CHP) School Bus Driver Certificate.
- Current DOT Medical Examiner's Certificate.
- Clean driving record and eligibility for California DMV Employer Pull Notice Program.
- Ability to pass all required background checks, fingerprinting, and drug/alcohol testing requirements.
- Strong understanding of student safety procedures and transportation regulations.
- Ability to safely operate school buses and transportation equipment in urban traffic environments.
- Strong organizational and communication skills.
- Ability to work independently and proactively in a fast-paced school environment.
- Ability to lift and move transportation-related equipment and supplies.

### Preferred

- Experience working in a school or student transportation environment.
- Experience with fleet coordination or transportation logistics.
- Bilingual English/French strongly preferred.
- CPR and First Aid certification preferred.

## **PERSONAL SKILLS**

- Strong commitment to student safety and wellbeing.
- Demonstrated professionalism, discretion, and reliability.
- Excellent judgment and situational awareness.
- Ability to remain calm under pressure and respond effectively in emergencies.
- Strong interpersonal and customer service skills.
- Team-oriented mindset with the ability to collaborate across departments.
- Flexibility and adaptability in a dynamic operational environment.
- Strong attention to detail and compliance requirements.
- Ability to interact with students, families, and colleagues with compassion, respect, and integrity.

## **COMPENSATION AND BENEFITS**

The Lycée Français de San Francisco is an equal opportunity employer. Employment is contingent upon successful completion of all required background investigations, fingerprint clearances, and compliance requirements.

Excellent benefits package which includes medical, dental, vision, 11 paid holidays, generous vacation package, long-term disability and retirement benefits. We offer a competitive salary, commensurate with the level of experience.

Candidates can anticipate an annual salary ranging from \$85,000 to \$90,000, depending on qualifications, certifications, experience, and operational expertise.

The salary offered to the successful candidate will be dependent on several factors that may include but are not limited to the type and years of experience in the job, type and years of experience in the industry, education, etc.

**Application Process:**

To apply for this position, please submit your resume along with a cover letter via:

<https://www.lelycee.org/about/jobs>

For any inquiries, please contact [cv@lelycee.org](mailto:cv@lelycee.org)

The Lycée is an equal opportunity employer. All individuals have an equal opportunity for employment based on qualifications and merit, regardless of religion, race, sex, marital status, pregnancy, childbirth or related medical conditions, age, color, national origin, ancestry, physical or mental disability, medical condition, sexual orientation, military service status, or any other factor prohibited by state or federal law. This policy applies to all areas of employment, including recruitment, hiring, training, promotion, compensation, benefits, and other conditions of employment.

All qualified applicants are encouraged to apply. Employment contingent upon successful completion of background investigation. Direct candidates only. No phone calls, please.