

Johnston City CUSD #1

Job Description

TITLE: Transportation Director

PRIMARY GOAL: To oversee Bus Driver to ensure the safe and efficient transportation of students to and from school and all other school related events.

SUPERVISES: Bus Drivers

REPORTS TO: Superintendent

QUALIFICATIONS:

1. 21 years of age or older.
2. Successful completion of the Illinois specific criminal background check by the Illinois State Police as set forth in Section 6-106.1 of the Illinois Vehicle Code.
3. Valid Illinois School Bus Driver License.
4. Experience supervising and evaluating staff is preferred.
5. Demonstrate skills and knowledge in contract procurement, transportation route and scheduling management, bus and vehicle maintenance and specifications, and management of departmental functions and finances.
6. Demonstrate skills and knowledge in planning, problem solving, and ability to work within a budget.
7. Demonstrate aptitude for successful completion of assigned responsibilities.

PERFORMANCE RESPONSIBILITIES:

1. Serve under the direction of the Superintendent and Board of Education and cooperate with them in matters concerning bus transportation.
2. Provide leadership for the entire transportation staff. Ensure and implement a healthy, positive, and respectful relationship between the transportation staff and the community, parents, staff, and students.

3. Make recommendations to the Superintendent regarding hiring, evaluation, promotion, termination, and reduction in force of bus personnel.
4. Regularly communicate with the Superintendent about the needs, successes, and improvements required for an efficient and well-run transportation services operation.
5. Stay current on regulations and laws regarding transportation and its provision, and ensure proper implementation of the regulations and laws for the students and the schools.
6. Create and direct schedules for bus routes for all buildings and stops. Familiarize himself/herself with all bus routes. Communicate schedules to staff, building Principals, parents, and others as appropriate or required.
7. Arrange for transportation for any group needing a bus. This includes athletic trips, fan buses, activity buses, field trips, and other extra-curricular activities.
8. Ensure that timely and accurate records of students riding each school vehicle is kept. Ensure a map of each route is created and submitted to the Superintendent's Office.
9. Investigate any bus related personnel concerns/complaints and any accidents involving school district vehicles and equipment as required. Work directly with bus drivers in solving problems that may come up on the school vehicles.
10. Participate in and complete all mandated trainings. Hold necessary meetings and trainings for bus personnel.
11. Develop and implement an efficient system for thorough and complete inspection of all district vehicles to ensure compliance with codes, rules, laws, and best safety practices. Perform regular, detailed inspections of equipment and bus facilities.
12. Inspect and maintain bus monitoring and recording systems regularly and in accordance with procedures and established laws. Ensure that data is properly created, stored, and maintained.
13. Submit monthly transportation reports.
14. Assist Superintendent with the assessment of road and route conditions. Develop alternative routes and schedules if necessary.
15. Work with the Transportation Committee of the Board concerning recommendations to the Board of Education.
16. Ensure appropriate inventory and stock of required materials, supplies, and fuel.

17. Compile specifications for school vehicles and work with the Superintendent in the purchase/lease of new vehicles.
18. Other duties and responsibilities as assigned by the Superintendent.

TERMS OF EMPLOYMENT: The Transportation Director position is an 11 month position.

EVALUATION: Performance of this job will be evaluated annually by the Superintendent in collaboration with the Building Principals.