

PANA COMMUNITY UNIT SCHOOL DISTRICT #8
JOB DESCRIPTION

Position Title: Transportation Director
Department: Transportation
Location: District Unit Office
Reports to: District Superintendent
FLSA Class: Non-Exempt
Revised Date: August 20, 2018

SUMMARY

Plans, manages and directs the school district's transportation functions within the established policies, regulations, goals and philosophies of the district to provide safe transportation for all students. Allow each student, through safe and efficient transportation, to take full advantage of the complete range of curricular and extracurricular activities offered by the district's schools.

DUTIES

1. Operates office equipment such as fax machines, copiers, etc.
2. Answers the telephone and gives information to callers, takes messages, or transfers calls to appropriate individuals.
3. Greets visitors, students/staff and callers, handles their inquiries, and directs them to the appropriate persons according to their needs when necessary.
4. Conforms to all state laws and regulations regarding school transportation.
5. Maintains safety standards in conformance with state and insurance regulations and develops a program of preventive safety.
6. Recruits, trains, and supervises all transportation personnel, and make recommendations on their employment, promotion, and release.
7. Ensures all drivers have and maintain proper medical and state certification.
8. Works with District Mechanic and Lead Driver to ensure entire district vehicle fleet is maintained and operational throughout the year.
9. Advises Superintendent on road hazards for decision on school closing during inclement weather.
10. Acts as a liaison with road commissioner for consultation on road hazards for decision on school closing during inclement weather.
11. Cooperates with school principals and others responsible for planning special school trips.
12. Develops and administers a transportation program to meet all the requirements of the daily instructional program and extracurricular activities.
13. Formulates specifications to be incorporated into contractual agreements.
14. Prepares bus routes for all public and non-public schools in the district.
15. Prepares and updates bus routes for all public and non-public schools in the district.
16. Work with other districts to coordinate transportation schedules as necessary.
17. Attends appropriate committee and staff meetings.
18. Helps prepare and administer the transportation budget.
19. Compile monthly fuel usage, mileage, and other various transportation reports.
20. Authorizes purchases in accordance with the budgetary limitations and district rules.
21. Approves and forwards transportation service invoices to accounting department.
22. Maintains all district-owned equipment and develops plans for preventive maintenance.
23. Approve transportation payroll within deadlines set by payroll department.

24. Submits transportation reports required by state authorities.
25. Takes an active roll in solving discipline problems occurring on school busses.
26. Acts as liaison with parents for complaints and special requests.
27. Reviews annually the advisability of a district-owned transportation system.
28. Develops recommendations for future equipment and personnel needs based on a survey of resident students, distances, and grade levels.
29. Develops recommendations for future transportation needs based on an annual survey of residents.
30. Assigns drivers to designated busses and routes.
31. May be required to perform other tasks as assigned by the Superintendent or Board of Education.

QUALIFICATIONS

1. High school diploma or equivalent required.
2. Must possess a valid driver's license, a good driving record, and a current ISBE driving permit.
3. Ability to maintain good working relationships with fellow employees and students.
4. Ability to communicate to students, parents and staff in an acceptable/courteous manner.
5. Ability to understand and follow basic oral and written instructions.
6. General knowledge of school busses and related equipment required.
7. Experience working with daily logs, inspection reports, and accident reports.
8. Abilities in interviewing, employing, and evaluating transportation personnel.

SCHEDULING

During the school term, regular working hours are 6:00 a.m. to 5:00 p.m. Monday through Friday. Summer hours are 7:00 a.m. to 1 p.m. Monday through Friday, but all hours vary based on school district needs. This is a salaried position, not eligible for overtime compensation.