

Grant Community High School District #124

POSITION TITLE: Director of Transportation
DEPARTMENT: Transportation
REPORTS TO: Business Manager/CSBO
CONTRACT: 10 months, with additional summer hours, as needed
SALARY: To be determined by the Board of Education

PURPOSE OF THE POSITION: The Director of Transportation plans, directs, coordinates and oversees all functions and personnel pertaining to the operation of the Transportation Department.

ESSENTIAL FUNCTIONS:

- Direct and supervise personnel in the delivery of transportation services
- Communicate with all stakeholders so necessary transportation requirements for educational programs may be provided
- Communicate in a courteous manner with persons at all levels in the school community and the community at large
- Implement bus routes and changes in routes as necessary and with complete communication to all stakeholders
- Institute, maintain and update Traversa routing software with routes, students and employee data.
- Drive routes as needed and be prepared to cover routes when necessary
- Determine eligibility of students for bus transportation
- Supervise, coordinate and be responsible for the required licensing of school bus drivers including initial and refresher course scheduling, physical scheduling and application completion and mailing
- Direct training and orientation of new drivers
- Ensure compliance with mandated drug testing of bus drivers and maintenance of records
- Coordinate bus maintenance with assistance from grounds staff, if needed
- Coordinate the required bus transportation for field trips, athletic trips, activity trips and all curricular and extracurricular programs
- Monitor and provide security of all District transportation equipment
- Recommend to the Business Office equipment purchases and bus replacement schedule for the District's present and future needs
- Participate in special assignments and projects as required by the District
- Perform duties pursuant to the policies of the Board of Education and other duties as may be assigned by the Business Manager.

QUALIFICATIONS/SKILLS/ABILITIES:

- Possess CDL Driver's License, Class B, with passenger and school bus endorsement
- High School diploma or equivalent
- Aptitude and competence for assigned responsibilities
- Previous school transportation department experience, preferred

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- Flexibility and willingness to work hours required to perform job as well as being present when emergency situation arise
- Interpersonal skills including tact, courtesy and patience
- High competence in operating standard office equipment including ability to type at a high rate of speed
- Ability to solve practical problems
- Ability to establish and maintain effective working relationships
- Ability to communicate with diverse individuals and/or groups
- Ability to adapt to changing work priorities and work with frequent interruptions

ENVIRONMENT

Continuous exposure to noise.

Occasional exposure to heat or cold.

PHYSICAL DEMANDS

Moderate agility required for moving around office and on and off of buses. Constant bending, reaching and twisting is required. Standing, walking, climbing steps and sitting is majority of job. Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently as needed to move objects.

This is a summary of typical functions of the job, not an exhaustive or comprehensive list of all responsibilities, tasks and duties. Responsibilities, tasks and duties of the jobholder might differ from those outlined here to ensure the proper functioning of operations in the transportation department. Other duties, as assigned, may be part of the job.