



Title: Transportation Training Supervisor

Qualifications:

1. Must hold a "Class B" CDL license and a school bus driver permit
2. Must have held a valid bus driver's School Bus permit for the past three consecutive years and have a good driving record
3. Must be able to pass the annually required drug and alcohol screenings and physical examination
4. Comprehensive understanding of State laws, rules, and regulations, and School Code sections on school bus operations and pupil transportation
5. In-depth knowledge and understanding of bus operation and safe bus driving practices
6. Previous successful leadership experience
7. Excellent interpersonal, organization, and customer service skills
8. Ability to exert strong leadership and inspire superior performance in members of the staff
9. Ability to make firm decisions in the areas of responsibility and delegate responsibility to others
10. Ability to function effectively as a member of a team
11. Able to communicate effectively, both orally and in writing
12. Ability to work independently, recognize priorities in workload, and shift between tasks as needed
13. Proficient with word processing, database, and online software
14. Previous successful experience in the field of school transportation (strongly preferred)
15. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable

Reports To: Director of Transportation or designee

Supervises: Driver Trainees and other personnel as assigned

Objective: The Transportation Training Supervisor is primarily responsible for planning, preparing, and implementing a comprehensive training and licensure monitoring program for school bus drivers and monitors.

Key Responsibilities:

1. Coordinates and conducts classroom and behind-the-wheel bus driver training programs for the purpose of presenting, reinforcing, and/or developing bus driver skills as mandated by the State of Illinois for licensure.
2. Assists in scheduling, providing, and maintaining records of training for staff, which includes licensure, compliance, support for students with disabilities, and de-escalation/behavior management strategies.
3. Coordinates and conducts classroom and on-bus training for monitors for the purpose of presenting, reinforcing, and/or developing the skills to become a bus monitor for both general education and special education routes.

Job Duties:

Employee Training & Onboarding

- A. Instructs prospective and new School Bus drivers in the proper methods of operating and maintaining a school bus in an efficient and safe manner, in accordance with Illinois and Federal laws and guidelines.
- B. Conducts skill evaluations and facilitates testing, certification, required screenings/examinations, and licensing of drivers.
- C. Instructs prospective and new School Bus monitors in the proper method of monitoring students on a school bus.

- D. Trains drivers and monitors on the methods of safe transportation of wheelchairs, car-seats, harnesses, collapsible strollers, and other restraints needed for safe transportation of special education students on buses.
- E. Instructs drivers in the proper use of the transportation software and tablet system.
- F. Maintains records and prepares reports regarding bus drivers' classroom, behind-the-wheel, and in-service training hours.
- G. Arranges and conducts safety meetings for school bus drivers.
- H. Plans and oversees school bus evacuation drills.
- I. Ensures bus drivers understand the trip process and can meet the expectations for trips outside regularly scheduled hours.
- J. Provides remediation training for bus drivers who have failed an evaluation or have been in an at-fault accident.
- K. Maintains familiarity with the different types of district buses.
- L. Maintains punctuality and consistency with all training.
- M. Performs all duties of a School Bus driver as needed and required.
- N. Leads or participates in District meetings and such other meetings as are required or appropriate.

Acting with Integrity, Fairness, and In an Ethical Manner

- A. Models the attributes of an effective District Supervisor, including demonstrating ethical actions, positive demeanor, collaborative working relationships, and a connection to community agencies that support schools.
- B. Models a positive approach to interacting with all District staff.
- C. Exercises confidentiality and good judgment in all aspects of work.

Other Responsibilities

- A. Complies with and ensures others comply with Federal, State, and local laws; regulations of the Illinois State Board of Education; and the District's Board of Education Policies.
- B. Assists in the development of department procedures and makes recommendations regarding District policies and negotiated agreements.
- C. Implements the District's supervision and evaluation program for all designated staff.
- D. Builds relationships with all staff members, promotes a team-oriented environment, and maintains high standards of accountability.
- E. Develops and maintains successful, cooperative relationships with personnel, union leadership, and the general public.
- F. Participates in professional growth opportunities (e.g., attends regional, state, and national professional conferences, reads professional publications, or enrolls in advanced courses) as recommended.
- G. Performs all other duties necessary to the position and such other duties as may be assigned.

Terms of Employment: Salary, fringe benefits, and work year as established by the Board of Education

Evaluation: Performance will be evaluated annually by the Director of Transportation Officer in accordance with the District's procedures for evaluation of District Support Personnel (DSP)

FLSA Status: Exempt

Status: Created April 22, 2026