

CHAMPAIGN COMMUNITY UNIT SCHOOL DISTRICT NO. 4
Champaign, Illinois

Title: Assistant Director of Transportation

Qualifications:

1. High school diploma or equivalent
2. Must be at least 21 years of age
3. Must hold or be able to obtain a "Class B" CDL license and a school bus driver permit
4. Must have held valid driver's license for the past three consecutive years and have a good driving record
5. Must be able to pass the annually required drug and alcohol screenings and physical examination
6. Must attend an initial 8-hour required course(s) of instruction for school bus drivers and the annual two-hour renewal
7. Have previous successful leadership experience
8. Possess excellent interpersonal, management, and customer service skills
9. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable

Reports To: Director of Transportation

Supervises: Personnel as assigned by the Director of Transportation

Objective: Assists the Director of Transportation in ensuring that all students have access to the District's entire range of curricular, co-curricular, and extra-curricular programming. Ensures that services are timely, safe, efficient, and presented in a manner supportive of students and families

Performance Responsibilities:

1. DEPARTMENTAL MANAGEMENT

- A. Follows all Federal and State laws and regulations regarding school transportation.
- B. Prepares accident reports as required.
- C. Completes and delivers all requested reports as required.
- D. Coordinates with Principals, Athletic Directors and others responsible for planning school trips.
- E. Posts daily field and athletic trips by the week.
- F. Assigns Drivers to trips in accordance with District policies/procedures.
- G. Assists with the preparation of bus routes for all public and non-public schools in the District.
- H. Assists with the preparation of the Transportation Department budget.
- I. Ensures that all student data remains current in the computer system (i.e., Transfinder).
- J. Participates in District meetings and other meetings that are required or appropriate.
- K. Communicates issues that arise with necessary personnel.
- L. Supervises Mechanics and maintains an adequate supply of parts and materials to ensure buses are in service to the maximum extent possible.
- M. In collaboration with the Director of Transportation, ensures that all services are provided as required.
- N. Performs all duties of the Director of Transportation in his/her absence.

2. SUPERVISION AND EVALUATION OF PERSONNEL AND STAFF DEVELOPMENT

- A. Adheres to the District's Affirmative Action/Equal Employment Opportunities policies and follows building and area of supervision guidelines established for screening, interviewing, hiring, and assigning employees
- B. Develops department policies and makes recommendations regarding District policies and negotiated agreements
- C. Recruits, effectively trains, and supervises personnel and makes recommendations regarding their employment, transfer, promotion, or dismissal
- D. Ensures that all staff are allocated and used effectively and efficiently

- E. Builds relationships with all staff members, promotes a team-oriented environment, and maintains high standards of accountability

3. OTHER RESPONSIBILITIES

- A. Participates in professional growth opportunities (e.g., attends regional, state, and national professional conferences, reads professional publications, and/or enrolls in advanced courses)
- B. Performs all other duties necessary to the position and such other duties as may be assigned by the Board of Education or the Superintendent of Schools

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

Evaluation: Performance will be evaluated annually in accordance with the District's plan for evaluation of non-licensed administrative personnel

FLSA Status: Exempt

Status: Created June 8, 1998
Last revised April 7, 2017