

Joliet Township High School District 204

Job Description

TITLE: **DRIVER/DISPATCHER/SAFETY-TRAINER/RECRUITER**
DISTRICT TRANSPORTATION DEPARTMENT

JOB GOAL: To facilitate effective transportation services for the district by performing the duties of bus driver, dispatcher, safety-trainer and recruiter.

QUALIFICATIONS:

1. High School Diploma or General Education Diploma.
2. Must have Class "B" Commercial Driver's License with Passenger Endorsement and Illinois School Bus Driver's Permit.
3. Experience in maintaining compliance with state and federal regulations.
4. Experience with recruiting activities including promotional strategies, making initial contacts, and screening prospective applicants.
5. Demonstrates ability to maintain a regular work schedule, a reliable record of attendance and minimal complaints in current position.
6. Ability to learn and effectively communicate complex safety regulations for training purposes.
7. Supervisory work experience which improved or developed managerial skills.
8. Capable of operating phone & radio system, computers, office machines, and all district vehicles.
9. Ability to work harmoniously with diverse groups of employees.
10. Experience with financial and personnel record keeping.
11. Proven safe-driver capable of becoming certified State of Illinois Third Party Examiner.
12. Demonstrates advanced experience, knowledge and use of computers, e-mails, Microsoft Word and Excel and other programs. Must pass skills test to qualify.
13. Demonstrates ability to remain calm during intense situations.
14. Capable of completing training to recognize if an employee is under the influence of alcohol or substance abuse.

TERMS OF EMPLOYMENT: Annual (12) month position

EVALUATION: Performance will be evaluated by the Director of Support Services

PERFORMANCE RESPONSIBILITIES:

1. Assigns employees to routes, trips, vehicles and extra duties.
2. Prepares routes and scheduling assignments.
3. Utilizes innovative recruitment strategies and techniques to seek regular and substitute bus drivers and aids.
4. Assists with initial screening of applicants.
5. Provides training to new employees and monitors completion of all training and renewal processes. Conducts classroom and behind-the-wheel training as required.
6. Identifies ways to improve safety and advises the Director of Support Services regarding safety issues.
7. Provides refresher training for experienced/current employees.
8. Secures and assigns standby and substitutes to routes and trips.
9. Keeps student ridership counts and mileage and other information for annual claim.
10. Communicates effectively with drivers, parents, students and district staff.
11. Assists with service calls including responding with a spare bus if necessary.
12. Conducts periodic safety lane testing for buses.
13. Ability to drive all district vehicles and regular bus routes and shuttle runs.
14. Assists with vehicle maintenance including cleaning inside and outside, repairing or replacing seat covers, fueling, and obtaining parts and supplies used for repair and maintenance activities.
15. Maintains daily absence and payroll records.
16. Receive, review and report motorist complaints and identify employee violations and discuss with employee.
17. Maintains a clean, neat and orderly office and garage facility and will assign drivers to cleaning duties.
18. Maintains highest level of confidentiality.
19. Completes State of Illinois pre-trip inspection, skills and 3rd party driving tests.
20. Maintains student and employee information in Versatrans, TCP, Microsoft Word/Excel, e-School, and e-Finance.
21. Capable of using facility and bus video systems.
22. Be available for extra hours of work including “on-call” for weekends and driving bus routes.
23. Monitor employees for suspicious or improper behavior, speech or body movement that may indicate illegal drug or alcohol use. Send employees for drug and alcohol tests as required by District Policy.
24. Review accidents, complete necessary reports and provide information to insurance department and supervisor.
25. Assist with scheduling weekend watch employees.
26. Maintain inventory and monitor use of toll transponders, cell phones, video systems, vehicles, radios, and fuel cards.
27. Program and assign fuel cards and district purchasing cards.
28. Other duties as may be assigned.