

## **JOB DESCRIPTION**

**MATTOON COMMUNITY UNIT SCHOOL DISTRICT  
NUMBER TWO  
1701 Charleston Avenue  
Mattoon, IL 61938**

### **TITLE:**

Director of Transportation

### **JOB GOAL:**

To meet or exceed all elements of the job description as described herein.

### **REPORTS TO:**

Assistant Superintendent

### **RESPONSIBILITIES:**

Engaged predominately in executive and management functions and shall be responsible for directing and effectuating management policies and practices that relate to district transportation operations.

### **ESSENTIAL QUALIFICATIONS:**

The Director of Transportation shall:

1. Be able to read, write, and speak effectively to co-workers and other support personnel, teachers, and supervisors, and also students and others from diverse cultural backgrounds and those with varying degrees of abilities including those with disabilities.
2. Be able to make involved and varied mathematical computations rapidly and accurately involving addition, subtraction, multiplication, and division in all units of measure using whole numbers, common fractions, and decimals. This employee must be able to calculate figures and amounts such as proportions, percentages, area, circumference, and volume.
3. Be able to use reasoning ability to solve practical problems and carry out detailed written or oral instructions.
4. Be able to relate, understand, and communicate with others in a way that contributes to harmonious relationships and mission accomplishment.
5. Be emotionally, mentally and physically capable of performing the essential functions of all positions within the job category.

6. Be dependable, honest, and trustworthy; shall have never been convicted of a felony or other crime involving dishonesty, alcohol, drugs, or sexual misconduct. This employee must be committed to the service of others and always act in students' and the district's best interest.
7. Have five years of experience as a school district transportation director and equivalent combination of education and experience which ensures the ability to perform the work.
8. Have a valid Illinois Commercial Driver's License and Illinois bus permit. This person must have an excellent driving record and be able to pass a physical examination including a drug test.
9. Be able to effectively supervise and evaluate the performance of subordinates.

**ESSENTIAL JOB FUNCTIONS:**

To perform this job successfully, an individual must satisfactorily perform each of the essential job requirements listed below. Reasonable accommodations may be made to enable a qualified individual with a disability to perform his or her job functions. A qualified individual is a person who, with or without reasonable accommodations of his or her disability, meets the essential qualifications and can perform the essential job functions of his or her position of employment.

The Director of Transportation shall:

- 1.a. Be able to read, understand, and apply a variety of instructions furnished in written, oral, diagrammatic, or scheduled form, such as correspondence and memos, schedules, safety rules, work rules, operating and maintenance instructions, procedure manuals, blue prints, etc.
- 1.b. Be able to talk, listen, and understand conversations and effectively present information and respond to questions from groups of people. For example, this person must be able to give reports and make recommendations at a School Board meeting or at principals' meeting concerning district transportation operations.
- 1.c. Be able to effectively present information in writing such as reports, business correspondence, requisitions, work orders, etc.
- 2.a. Keep records required by state and local authorities or Board/Administrative regulations such as inventories, time records, transportation records, safety inspections and compliance, and any bookkeeping tasks associated with the position.
- 2.b. Assist in the preparation of specifications and calculate costs, quantities, time, and personnel required by the district to evaluate, undertake, and bring projects to completion.

- 3.a. Closely monitor the district transportation programs at all times, being especially alert and responsive in unstructured or non-routine situations such as during weather or other emergencies.
  - 3.b. Diagnose maintenance and transportation problems and make informed recommendations regarding the resolution of said problems.
  - 3.c. Assist and instruct personnel in the development of technical skills and the acquisition of knowledge.
  - 3.d. Implement low-profile strategies for correcting minor or major instances of personnel conflict.
  - 3.e. Define problems, collect data, establish facts, and draw valid conclusions. This employee must be able to interpret an extensive variety of technical instructions in mathematical, written, diagram, blueprint, or schedule form and deal with several abstract and concrete variables, including situations where limited standardization exists. This employee must plan and coordinate the overall work activities as well as small details in the completion of tasks and responsibilities in accordance with school policy, sound transportation practices, and priority and urgency of operations. This person must see the total picture and prioritize tasks in order of importance and alter and refine plans quickly when the need arises.
  - 3.f. Be flexible; able to tolerate frequent interruptions and changing demands in an active work environment. This employee must remain poised under stressful and complex conditions. This employee must meet deadlines.
  - 3.g. Anticipate problems and apply knowledge in predictable and unpredictable situations.
- 4.a. Demonstrate warmth, patience, and understanding with students and others including those with severe social, emotional, or physical disabilities and/or behavior disorders.
  - 4.b. Implement in a professional manner an effective personnel management system that ensures that employees will function in harmony with others.
  - 4.c. Demonstrate a positive attitude toward rules and regulations, notice and comment on desirable aspects of employee performance, and demonstrate good humor and a reasonable sense of control over situations that help convey the attitude that work can be enjoyable and rewarding.
  - 4.d. Carry out supervisory responsibilities in accordance with the organization's policies and guidelines, and within the confines of applicable collective bargaining agreements. This employee must motivate and support other people to complete tasks or responsibilities in the most perfect form possible. This person must possess an innate ability to view the good in any situation and as a result be able to take the tension out of predicaments through optimism and humor.
  - 4.e. Report for work dressed in clean clothing appropriate to the position and be clean and well groomed.
- 5.a. Use sight, hearing, and other senses to instantly evaluate conditions that present a danger to students and others, observe and evaluate maintenance projects, detect signs of wear and tear on district equipment and vehicles; and read dials, pressure gauges, and electronic indicators. The noise level in the work environment is usually quiet but occasionally is loud to where hearing protection is required such as when working around power tools and equipment. While performing the duties

of this job, this employee regularly works indoors and outdoors.

- 5.b. Be able to stand, walk, use hands to finger, handle, or feel objects, tools or controls such as pencils & pens, hand tools, electronic equipment, power tools, etc. This person is occasionally required to sit for extended periods.
- 5.c. Be able to frequently lift and handle objects weighing up to 10 lbs, regularly lift and carry objects weighing up to 50 lbs.
- 5.d. Be able to occasionally work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays and non-household dust.
- 5.e. Engage in the following supervisory tasks in an appropriate manner:

**Plan and direct the work of all district transportation personnel and oversee district transportation operations:**

- Establish bus routes, bus stops, and bus schedules that ensure an efficient and safe operation.
  - Develop and maintain lists of children eligible for transportation.
  - Schedule transportation for field trips and athletic trips.
  - Periodically check the driving records of all bus drivers in order to assure student safety.
  - Keep records for preparation of state and local reports such as inventories, pupils transported, pupils transported, route mileage, time records, special trip records, traffic accidents, and other required reports.
  - Interpret transportation procedures and regulations to public and staff.
  - Assist and instruct transportation personnel in the development of technical skills and the acquisition of knowledge.
  - Evaluate transportation personnel using the approved district evaluation forms and procedures.
  - Transfer, suspend, discipline, hear and adjust grievances of transportation personnel in accordance with Board Policy, administrative rules and regulations, and the negotiated contract.
  - Recruit, interview, and recommend for employment bus drivers, sub drivers, and bus aides.
- 6.a. Safeguard district equipment, materials, and tools; use time, personnel, and resources effectively; and respect confidential and sensitive information.
  - 6.b. Be regular and punctual in job attendance.
  - 6.c. Be free from any serious infectious or communicable disease likely to be transmitted to children or others in the course of employment.
  - 6.d. Perform other job-related duties as assigned by the Superintendent or designee.

**ADDITIONAL DUTIES:**

In addition to the essential job functions as listed above, this employee shall perform such additional duties as requested by the supervisor or administrator including but not limited to the following:

- Drive bus when substitutes are not available.
- Assist in an emergency when necessary to ensure the safety and welfare of students; to safeguard and protect facilities, equipment, and materials; or to help prevent a

disruption in educational services.

- Attend monthly administrator meetings, school board meetings, and other meetings as needed.