

STARK COUNTY CUSD #100
Job Description

Job Title: TRANSPORTATION DIRECTOR

Reports To: Principals/Superintendent

Evaluated By: Superintendent

WORK YEAR: 260 days

WORK DAY: 8 hrs.

JOB GOAL: To maintain buses in a safe working order as outlined in state law; to maintain accurate records of bus drivers for certification purposes and to schedule drivers, trips and routes for efficient and safe delivery of students.

ESSENTIAL REQUIREMENTS: To perform this job successfully an individual must be able to execute each requirement satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability needed for the position.

1. High School Diploma or equivalent preferred
2. 21 years of age or older
3. Ability to work harmoniously with others and to communicate effectively (both orally and in writing) with students, parents, and teachers
4. Ability to perform general maintenance on District vehicles.
5. Ability to make minor vehicle repairs and operate all equipment
6. Ability to read and interpret a map
7. Ability to establish and maintain proper conduct and safety of passengers on school bus
8. Ability to accept/relate to students with a variety of exceptional needs
9. Ability to exercise good judgment and extreme caution
10. Ability to remain calm in an emergency situation
11. Ability to read and write in English at a level sufficient to successfully perform required duties
12. Ability to understand and carry out both oral and written instructions in an independent manner.
13. Ability to recognize mechanical safety hazards in bus
14. Ability to designate order of pickup and drop off
15. Ability to operate a two-way radio using required codes and confidentiality
16. Ability to meet the physical requirements necessary to safely and effectively perform the required duties
17. Ability to establish and maintain effective work relationships with those contacted in the performance of duties
18. Familiarity with handling and disposal of hazardous materials
19. Perform physical requirements which may include:
 - A. Requires moderate to extensive degree of physical stamina and frequent lifting up to 50 lbs. or more.

B. Possible exposure to heat, cold or bodily fluids in cleaning due to student injury or illness

20. Ability to maintain flexibility in schedule
21. Ability to demonstrate standards of moral character and behavior to serve as an effective role model for students
22. Such alternative to the above requirements as the School Board or the Administration may deem appropriate and acceptable

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may also be assigned:

1. Supervise, train, and annually evaluate all transportation personnel including drivers, aides, monitors, and crossing guards.
2. Stay current with state and federal laws and regulations regarding school transportation.
3. Oversee maintenance and record-keeping of driver random drug testing program
4. Regularly communicate with the superintendent and advise the superintendent by 5:30 a.m. of road or weather conditions that may result in the delay or cancellation of classes.
5. Follow district guidelines for purchasing parts and supplies
6. Help the payroll clerk in the preparation of forms such as the "Annual Transportation Report".
7. Schedule extracurricular drivers and trips and communicate needed information to building leaders, teachers and coaches/sponsors as soon as possible.
8. Establish drop off/pickup order, location, and times for assigned students. Prior to the start of the school year, provide school offices with spreadsheet outlining bus number, bus driver, student names for each bus, anticipated pick up times, anticipated drop off times, and pick up/drop off locations.
9. Monitor students with special health problems
10. Substitute for bus driver when necessary
11. Ensure that all buses go through state inspection as required by law
12. Attends meetings, programs, and inservice training as assigned
13. Maintains and/or acquires required licenses and certificates
14. Notifies appropriate individuals of any delays in scheduled route
15. Regularly check brakes, tires, and batteries; change oil, filters and transmission fluid as recommended.
16. Maintain a high level of ethical behavior and confidentiality when dealing with student and staff information
17. Recruit new drivers and help new drivers with the scheduling of mandated physicals and required initial training courses.
18. Responsible for ensuring the cleaning and routine maintenance of vehicles and facilities.
19. Ensure current employed drivers attend refresher courses, and coordinate with drivers and building principals for annual bus evacuation drills.
20. Act as a friendly ambassador for the Stark County School District
21. Perform such other tasks as may seem to be appropriate to the Board or Administration
22. Maintains satisfactory attendance, as defined in District policy and regulations
23. Serve as mandated reporter to Department of Children and Family Services

24. Maintain a file for five years of school bus certifications and Secretary of State notifications.
25. Perform additional district-wide duties, including building and grounds care, as assigned by the superintendent.
26. Ensure leased vehicles receive proper maintenance and are returned to leasing company in a condition that will not trigger costs to the District.
27. Maintain effective communication with leasing companies to ensure timely maintenance and repair of leased vehicles.
28. Maintain up-to-date inventory of all district vehicles including make, model, vehicle year, warranty, maintenance history, records of damage or vandalism, and mileage.

CERTIFICATES, LICENSES, REGISTRATIONS, BONDING, AND/OR TESTING REQUIRED:

1. Criminal Justice Fingerprint Clearance
2. Valid Illinois Driver's License
3. Bloodborne Pathogen Training/Hepatitis B Shot Series Training
4. Valid Illinois State Bus Drivers' License
5. Safe driving record that meets requirements of the District's Automotive Insurance Provider
6. Regular, random drug testing

PHYSICAL DEMANDS: Must maintain the ability to perform the essential functions of this job.