

West Central C.U.S.D. #235

Job Description

TITLE: Transportation Director/Grounds Keeper

PRIMARY GOAL: To oversee Bus Driver to ensure the safe and efficient transportation of students to and from school and all other school related events. To maintain safe and attractive school grounds.

SUPERVISES: Bus Drivers

REPORTS TO: Superintendent

QUALIFICATIONS:

1. 21 years of age or older.
2. Completion of a favorable physical examination, including tuberculosis and chemical testing for drugs, within 90 days prior to the date of application. Medical form TB and drug testing results must be retained by the employer.
3. Successful completion of the Illinois specific criminal background check by the Illinois State Police as set forth in Section 6-106.1 of the Illinois Vehicle Code.
4. Successful completion of the initial classroom course, including first-aid procedures in school bus safety, as promulgated by the Secretary of State pursuant to Title 92, Illinois Administrative Code, Chapter II, Section 1035.30.
5. Successfully pass the Illinois School Bus Driver Permit written examination (either 1st division (non-CDL) or 2nd division (school bus).
6. Successfully pass a road test in a representative vehicle of the class of the driver's license. (Skills test is valid for 90 days prior to application of a permit.)
7. Experience supervising and evaluating staff is preferred.
8. Demonstrate skills and knowledge in contract procurement, transportation route and scheduling management, bus and vehicle maintenance and specifications, and management of departmental functions and finances.
9. Demonstrate skills and knowledge in planning, problem solving, and ability to work within a budget.
10. Demonstrate aptitude for successful completion of assigned responsibilities.

PERFORMANCE RESPONSIBILITIES:

1. Serve under the direction of the Superintendent and Board of Education and cooperate with them in matters concerning bus transportation.

2. Provide leadership for the entire transportation staff. Ensure and implement a healthy, positive, and respectful relationship between the transportation staff and the community, parents, staff, and students.
3. Make recommendations to the Superintendent regarding hiring, evaluation, promotion, termination, and reduction in force of bus personnel.
4. Regularly communicate with the Superintendent about the needs, successes, and improvements required for an efficient and well-run transportation services operation.
5. Stay current on regulations and laws regarding transportation and its provision, and ensure proper implementation of the regulations and laws for the students and the schools.
6. Create and direct schedules for bus routes for all buildings and stops. Familiarize himself/herself with all bus routes. Communicate schedules to staff, building Principals, parents, and others as appropriate or required.
7. Arrange for transportation for any group needing a bus. This includes athletic trips, fan buses, activity buses, field trips, and other extra-curricular activities.
8. Work with the Special Education Director to arrange for special education transportation.
9. Ensure that timely and accurate records of students riding each school vehicle is kept. Ensure a map of each route is created and submitted to the Superintendent's Office.
10. Investigate any bus related personnel concerns/complaints and any accidents involving school district vehicles and equipment as required. Work directly with bus drivers in solving problems that may come up on the school vehicles.
11. Participate in and complete all mandated trainings. Hold necessary meetings and trainings for bus personnel.
12. Develop and implement an efficient system for thorough and complete inspection of all district vehicles and grounds equipment to ensure compliance with codes, rules, laws, and best safety practices. Perform regular, detailed inspections of equipment and bus facilities. Maintain all school vehicles and grounds equipment and keep accurate records of maintenance and key distribution.
13. Inspect and maintain bus monitoring and recording systems regularly and in accordance with procedures and established laws. Ensure that tapes are properly created, stored, and maintained.

14. Assist Superintendent with the assessment of road and route conditions. Develop alternative routes and schedules if necessary.
15. Work with the Transportation Committee of the Board concerning recommendations to the Board of Education.
16. Ensure appropriate inventory and stock of required materials, supplies, and fuel.
17. Compile specifications for school vehicles and work with the Superintendent in the purchase of new vehicles.
18. Maintain grounds by cutting grass with push mower and tractor, trimming using a push mower and weed eater, collecting litter, and trimming bushes and small trees. Mow football field and practice field with direction from the Head Football Coach. Snow removal duties as assigned.
19. Be responsible for all other duties and responsibilities as assigned by the Superintendent.

Risk Management – 75% of Job Performance

TERMS OF EMPLOYMENT: The Transportation Director/Grounds Keeper position is a 12-month position. Salary and benefits for the Transportation position is established by the WCATS contract.

EVALUATION: Performance of this job will be evaluated annually by the Superintendent in collaboration with the Building Principals.