



## WARREN TOWNSHIP HIGH SCHOOL DISTRICT #121

### JOB DESCRIPTION

#### JOB TITLE/ASSIGNMENT

<b>Job Title:</b>	Director of Transportation Services
<b>Education &amp; Experience:</b>	College degree or equivalent professional experience required. Knowledge of MS Word, Excel and related computer skills. Knowledge of Versa Trans routing software. Valid Commercial Driver's License and School Bus Permit preferred.
<b>Reports to:</b>	Assistant Superintendent for Business Services & Operation
<b>Work Year:</b>	12 month – Full Time

#### RESPONSIBILITIES/DUTIES

##### Essential Job Function:

1. Implement and supervise school bus routes: including scheduling drivers for routes, co-curricular assignments and summer school routes.
2. Evaluates and supervises department staff.
3. Performs personnel functions (e.g. interviewing, evaluating, supervising, counseling, disciplining, directing, training, etc.)
4. Assist and prepare annual Transportation Financial Budget. Have knowledge in Skyward financial software.
5. Assures that all state requirements for the certifications of school bus drivers' annual permit, physical renewals, and drug/alcohol requirements are met.
6. Establishes and implements student bus safety training programs.
7. Supervises and approves payroll hours.
8. Coordinates vehicle maintenance including supervision of the mechanic(s), ordering parts, and fuel.
9. Ensures the timely submittal of warranty claims and subsequent reimbursement to departmental accounts.
10. Responds in a timely manner to parent(s), guardian(s), and school concerns.



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### RESPONSIBILITIES/DUTIES

11. Schedules semi-annual bus evacuations at district private and public schools, covering all students including those who do not use bus service.
12. Conducts regular vehicle inspections in addition to the inspections at state facilities for safety stickers on all vehicles.
12. Participates in discipline conferences with principals, parents, and drivers.
13. Document and follow up on all "To comment on my driving" phone calls received by the district per State Regulations.
14. Maintains and develop computer applications; Versatrans (routing software) and rSchool (charter software). Also, supervise student data import/export in Powerschool and Versatrans by working closely with the technology department to assure accuracy of data.
15. Evaluates routes in accordance with State Regulations.
16. Annually review all serious safety hazards for current status and obtain Board approval on status.
17. Complete an annual Board Presentation regarding department statistics.
18. Implement and supervise training activity bus used by district personnel.
19. Supervise certifications and operations of district fuel system underground storage tank.
20. Supervise operation of FCC licensed two-way radio system to stay compliant with FCC regulations and certifications.
21. Prepare equipment specifications for bus lease/bid.
22. Prepare and submit Annual Pupil Transportation Reimbursement claim to ISBE by due date. Keep accurate and organized records of all documents should they be requested for an ISBE audit.
23. Monitor weather and roads for adverse conditions that impact student safety for in district and out of district transportation. This includes driving through the district between 3:00 am – 3:30 pm to report on conditions, mainly during the winter months.
24. Perform other duties as assigned by the Assistant Superintendent of Business and Operations.



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### PHYSICAL REQUIREMENTS

Ability to actively perform work in classroom, office, and other business and community settings. Ability to move freely and perform duties in numerous locations throughout the day (typically involving frequent standing, walking, sitting, bending, and lifting). Exposure to noise and activity in a school setting. Exposure to weather conditions. Ability to travel outside the district for meetings and conferences.

### TERMS OF EMPLOYMENT

Newly hired Administrators will be placed on a Administrator salary based on prior experience that can be verified. Benefits as determined and approved annually by the Board of Education. The Director position is an exempt 12 month position.

### ACKNOWLEDGEMENT

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive and the job may require other essential and/or non-essential functions, tasks, duties or responsibilities not listed herein. District reserves the sole right to add, modify or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description nor by the completion of any requirement of the job by the employee is intended to create a contract of employment of any type.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

PRINTED NAME \_\_\_\_\_