



## City of St. Charles School District

# ASSISTANT DIRECTOR OF TRANSPORTATION

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| Reports to:          | Director of Transportation  |
| Classification:      | Classified  |
| FLSA Status:         | Exempt  |
| Terms of Employment: | 254 days which includes 8 paid holidays according to Board Policy.<br>8 hours will generally constitute a workday. The Director of Transportation will establish a definite daily schedule. |
| Evaluation:          | Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy  |
| Compensation:        | Reviewed and established annually by the Board of Education   |

### **JOB SUMMARY:**

To assist the Director of Transportation in managing the operation of the Transportation Department.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Additional duties may be assigned.*

- Assist the Director in the daily operation of pupil transportation. Be fully trained and capable of handling dispatching, routing and any other operational duties in the absence of regular staff.
- Assists the Director of Transportation, as needed, in the investigation of accidents and/or safety at bus stops.
- Immediately reports any bus safety or hazardous conditions to the Director of Transportation.
- Prepare and maintain mileage reports throughout the year for route approval.
- Drive routes when necessary.
- Supervise and evaluate the dispatcher, safety trainer, and other transportation employees as assigned by the Director of Transportation.
- Observe and instruct drivers on rules, regulations and expectations
- Organizes and implements training and testing for existing and new drivers and monitors prior to the start of each school year, and for new hires throughout the school year, in accordance with local, state and federal laws, policies, and recommendations.
- Plans and prepares recognition new and experienced drivers for training and observation purposes.
- Be available before and after routes to assist drivers with questions or problems.

- Coordinate scheduled maintenance of buses with mechanics and arrange for substitute buses.
- Oversee the scheduling, recordkeeping and charges for all athletic, activity and field trips.
- Communicate with drivers, parents, and administrators to resolve issues and provide assistance as needed. Assist in answering the telephone and provide follow-up to questions, inquiries, and complaints.
- Supervise payroll, purchasing, and accounts payable for Transportation Department.
- Prepare mileage and ridership reports required for State reimbursement.
- Oversee fuel inventory.
- Maintains training and permit/licensing records for all drivers and monitors.
- Performs bi-yearly CDL license checks with the Department of Revenue in July and January of each year.
- Coordinate emergency evacuation procedures twice a year.
- Schedule and prepare for run picks in July/August and the posting of open routes during the school year.
- Maintain and secure petty cash for incidental expenses, e.g. parking fees for buses on field trips.
- Prepare call chain of employees for notification of inclement weather or other emergency situations that might affect transportation service.
- Prepare employee newsletter and coordinate public relations for the Transportation Department with the Administrative Assistant to the Superintendent.
- Plan and prepare recognition and motivational activities for bus drivers.
- Answer parent questions regarding bus stops and routing information.
- Responsible for property report/student discipline.
- Make bus video clips as requested.
- Review and investigate changes in routing.
- Interact with bus drivers about bus routes and changes in routes.
- All other duties as assigned by the Director of Transportation.
- Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.
- Attends/Completes District PD and training.

**SUPERVISORY RESPONSIBILITIES:**

Dispatchers, safety trainer, and other transportation employees assigned by the Director of Transportation.

**QUALIFICATION REQUIREMENTS:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION AND/OR EXPERIENCE:**

- High School Diploma or equivalent. Additional related college and/or trade school preparation highly desired.
- Minimum of three (3) years experience in transportation service operations in a school system or company.
- Experience in administrative or supervisory capacities preferred.

**COMMUNICATION SKILLS:**

- Ability to write reports, business correspondence and performance improvement plans.
- Ability to effectively present information and respond to questions from administrators, staff and the general public.

**MATHEMATICAL SKILLS:**

- Ability to add, subtract, divide, and multiply in all units of measure consistent with the duties of this position.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations consistent with the duties of this position.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to interface effectively with other departments, school personnel, maintenance staff, and business contacts from outside of the District.
- Possesses and successfully uses the following managerial skills:
  - Good judgment.
  - Ability to plan effectively.
  - Organizational skills.
  - Ability to exert situational leadership.
  - Ability to communicate well (speaking/writing).
  - Punctuality (personal/job-related).
  - Evaluation/supervision skills.
  - Ability to work under extreme pressure.
  - Ability to motivate self and others.
  - Possess drive and initiative
  - Ability to delegate.

**REASONING ABILITY:**

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS AND ABILITIES:**

- Ability to accurately perform assigned tasks.
- Ability to perform duties in full compliance with all district requirements and School Board Policies.

- Ability to promote harmonious working relationships with staff and outside representatives.
- Possesses good oral and written communication skills and interpersonal relationship skills.

**PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk and use fingers, tools, or controls. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision, and depth perception. Occasionally the employee will lift up to 30 lbs. such as to lift files and paper.

**WORK ENVIRONMENT:**

The Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate to loud.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Assistant Director of Transportation  
Adopted SY 2011-2012  
Revised SY 2015-2016  
Revised SY 2022-2023