



City of St. Charles School District

DIRECTOR OF TRANSPORTATION

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| Reports to: | Assistant Superintendent Business |
| Classification: | Classified |
| FLSA Status: | Exempt |
| Terms of Employment: | 254 days which includes 8 paid holidays according to Board Policy. 8 hours will generally constitute a workday. The Assistant Superintendent for Business 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 manage all operations of pupil transportation.

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

- Oversee all operations of the district's pupil transportation system and see that all laws, Board policies and administrative regulations are implemented.
- Supervise, monitor and evaluate the performance of bus drivers, monitors, mechanics and office staff, maintaining employee records and documenting deficiencies when necessary.
- Communicate with transportation staff, administrators, and parents to answer questions and resolve conflicts, facilitate conferences when necessary.
- Meet with principals on specific transportation matters relative to their respective schools.
- Personally check stops where complaints are received and investigate all complaints concerning pupil transportation.
- Approve timesheets for transportation staff.
- Schedule and approve overtime of transportation employees as needed.
- Interview applicants and make recommendations for employment.
- Oversee the training and licensing of drivers and administer D.O.T. drug and alcohol testing program.
- Conduct safety programs, evacuation drills, schedule meetings and workshops when necessary.
- Check road conditions and make recommendation to assist in decisions relative to the closing of school.
- Design safe and efficient bus routes and review school bus routes throughout the year making modifications when necessary.

- Investigate school bus incidents/accidents and file necessary reports.
- Establish and supervise the shop operation, including preventive maintenance, pre-trip inspections, parts inventory, record keeping, State inspections, etc.
- Schedule and maintain records for all athletic, activity and field trips and shuttles.
- Prepare annual budget and monitor expenditures of the Transportation Department.
- Prepare and submit reports required by the State Department for disbursement of state transportation aid.
- Represent the district at appropriate state and local meetings.
- Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.
- Maintains adherence to District policies/procedures, department requirements, safety standards.
- Maintains good employee relations.
- Schedules and approves employee overtime as required.
- Attends meetings of the Board of Education, as required.
- Maintain regular attendance.
- Perform other duties as assigned by the Superintendent.

SUPERVISORY RESPONSIBILITIES:

Assistant Director of Transportation, bus drivers, bus monitors, bus mechanics and transportation office staff.

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.

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.

Director of Transportation
Adopted SY 2011-2012
Revised SY 2022-2023