



# SKOKIE - MORTON GROVE SCHOOL DISTRICT 69

5050 MADISON STREET • SKOKIE, IL 60077 • (847)-675-7666 • FAX (847) 675 -7675 • WWW.SD69.ORG

## Transportation Liaison

### Primary Function

The Transportation Liaison will be primarily responsible for supporting the day-to-day student transportation needs including review of routing, troubleshooting operational issues, and coordinating the initial set up of routes/day-to-day transportation needs.

### Organizational Relationships

The Transportation Liaison reports to the Business Service Coordinator.

### Qualifications

- Must be at least 18 years of age
- High school diploma or equivalent, preferred
- The liaison is required to hold a valid driver's license. A valid school bus permit is preferred and training will be provided to obtain a permit. May be required to drive district-provided vehicles for student transport.
- Maintain basic first aid and CPR certification
- Competence in use of computers, including basic word processing and email communication.
- Ability to understand and carry out oral and written directions
- Ability to assess situations for safety concerns
- Ability to exercise sound judgment in making decision regarding the safety and welfare of students as it relates to the transportation system
- Ability to perform assigned duties and tasks with a minimum of direction
- Ability to maintain effective public, student and co-worker relationships
- Ability to physically move about school grounds, a school bus, and the district as well as to work outside throughout the year in varying weather conditions
- Ability to communicate effectively with all stakeholders including students, parents, drivers, teachers, administration, and members of the community
- Ability to perform physical activities which may include frequent standing, walking, bending, and/or lifting
- Ability to speak, write, read and understand English
- Fluency in a second language, preferred

### Performance Responsibilities

1. Coordinate the initial set-up of bus routes and adjust routes based on actual registration. Observe day to day operations, occasionally ride along on routes, and provide suggestions for improvements.
2. Coordinate the day-to-day student transportation needs, including the Overture buses, After School Activity Buses, and Athletics.
3. Process field trip requests for school events.

September 23, 2021



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4. Coordinate the initial set up of special education transportation routes and adjust as needed based on changes in participation.
5. Conduct regular assessment of bus routes for time and distance efficiencies in order to achieve balance in duration of routes for students and drivers.
6. Provide customer service support to transportation users, including communication about route changes, delays and inclement weather.
7. Serve as the communication liaison between the schools/school offices and bus drivers regarding rider concerns, route changes, timing of routes, and other transportation matters.
8. Ensure all student pick-ups and drop offs are conducted on the timeline agreed upon and within the safety parameters as specified by the district.
9. Document and communicate with school offices/supervisor any routing delays.
10. Be on-call for daily bus route issues beginning with the early morning route through the last route of the day. This may require flexibility in work hours dependent on time of year and weather conditions.
11. Coordinate the scheduling of bus safety training activities for students.
12. Train school bus drivers and assistants on behavior management and relationship building strategies.
13. Monitor the function of school bus operation and communicate with supervisor effectively with recommendations and guidance
14. Respond to any bus accidents or other incidents.
15. Monitor safety/cleanliness of buses and work with drivers to ensure safety/cleanliness standards are being achieved
16. Communicate with Business Services Coordinator regarding operational matters impacting district transportation
17. Perform other duties as assigned by the Business Services Coordinator

## **Terms of Employment**

12-month position. School Year hours are 7:00 a.m. - 5:00 p.m, with a 2-hour mid-day break. Summer hours are 7:00 a.m. - 4:00 p.m. with a 1-hour mid-day break. Position may also require an earlier AM phone check-in with the bus company.

Salary and work year established in accordance with the Agreement between the Board of Education of District 69 and the PSRP.

## **Evaluation**

Performance of this job will be evaluated in accordance with the District 69 PSRP Evaluation Plan and in accordance with the provisions of the PSRP Contract.