



SKOKIE - MORTON GROVE SCHOOL DISTRICT 69

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

Special Services Driver

Primary Function

The Special Services Driver will be primarily responsible for transporting students to and from school. This includes scheduled routes and special runs.

Organizational Relationships

The Special Services Driver reports to the Administrator for Special Services.

Qualifications

- Must be at least 18 years of age
- High school diploma or equivalent, preferred
- Valid Illinois Driver's License, Class B CDL with passenger endorsement, and school bus permit
- 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 transportation
- 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,, 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. Transport students to and from school safely
2. Keep the interior of the district vehicle clean and orderly.
3. Perform pre-trip and post-trip inspections and check seat belts, harnesses, car seats etc. to make sure they are working property after each run
4. Maintain valid Illinois Driver's License



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5. Keep Class B CDL with passenger endorsement and school bus permit current, including attendance at the annual School Bus Driver Refresher Course and completion of the Bus Driver Permit Recertification physical
6. Collaborate with building administrators and/or preschool administrator regarding any student discipline issues
7. Collaborate with bus aides or staff assigned to their route or special run to meet the needs of students being transported
8. Support the initial set up of special education transportation routes and McKinney-Vento transportation and adjust as needed based on changes in participation.
9. Conduct regular assessment of special education transportation routes and McKinney-Vento transportation for time and distance efficiencies
10. Provide customer service support to transportation users, including communication about route changes, delays and inclement weather.
11. Perform other duties as assigned by the Administrator for Special Services

Terms of Employment

12-month position. 8-hour work day. The specific schedule will be based on student needs and may include a mid-day break(s).

Example:

School Year Hours 7:00 a.m. - 5:00 p.m, with 2, one-hour breaks

Summer hours: 7:00 a.m. - 4:00 p.m. with a 1-hour mid-day break.

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.