

TITLE: **DIRECTOR OF TRANSPORTATION**

QUALIFICATIONS: At least three years experience in public school administration and supervision.

Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent

JOB GOAL: To coordinate and supervise district internal and external communications.

PERFORMANCE RESPONSIBILITIES:

1. Overall planning of the transportation program, including the development and presentation of recommendations to the board of education concerning contracting, leasing, and/or purchasing related to transportation services, the preparation and establishment of procedures and policies related to crisis intervention, discipline and the general operation of transportation services.
2. Serve as liaison between bus contractor and district administration.
3. Responsible for the development of all transportation routes.
4. Monitoring and modification of the established services, routes and procedures to ensure an efficient, safe operational program not to be confused with bus driver education.
5. Ensure that sufficient properly trained maintenance staff and bus drivers meet the requirements of Section 6-106.1 of the Illinois Vehicle Code and are available to provide the established transportation services.
6. Handle questions regarding transportation from parents.
7. Assists parents and staff with route information.
8. Ensure safety training to drivers, staff, and students.
9. Ensure safety of staff and students.
10. Other duties as assigned by the Superintendent.

TERMS OF EMPLOYMENT: The Director of Transportation shall devote such time as warranted to successfully complete the responsibilities listed above. Stipend added as per the Board of Education.

EVALUATION: The Director of Transportation shall be evaluated by the Superintendent on an annual basis.