**Abingdon-Avon Community Unit School District #276**

**507 N. Monroe. Suite 3**

**Abingdon, IL 61410**

**Telephone: (309) 462-2301**

**EMPLOYMENT OPPORTUNITY**

**Job Posting**

**TITLE : Transportation Director**

**LOCATION: Abingdon - Avon School District**

**TYPE OF EMPLOYMENT: Full-time**

**QUALIFICATIONS: See attached Job description**

**COMPENSATION PACKAGES: Negotiated in Cooperation with the Board of Education**

**APPLICATION DEADLINE: Until Filled**

**START DATE: TBD**

**Please send application materials to:**

**Dr. Mike Curry, Superintendent**

**507 N. Monroe St, Suite #3**

**Abingdon, IL 61410**

**Or by email: work4d276@atown276.net**

***Abingdon-Avon Community School District #276 is an Equal Opportunity Employer.***

**JOB DESCRIPTION**

**Transportation Director**

Qualifications: 1. High school diploma or equivalent,

1. Demonstrated skills and knowledge in contract procurement, transportation route and scheduling management, bus maintenance and specifications, and management of departmental functions and finances;

3. Demonstrated skills and knowledge in planning, problem solving, ability to manage and work within a budget;

4. A valid Class B CDL License and Illinois School Bus Driver Permit;

5. Experience supervising and evaluating staff preferred;

6. Such alternative and additional qualifications in a transportation setting as the Board may find appropriate and acceptable;

7. Must pass required fingerprint-based criminal background check and required physical fitness examination including drug test.

1. Certificate of physical fitness to perform assigned duties and freedom from communicable disease, including tuberculosis, signed by a licensed physician

Reports to: Superintendent of Schools

Supervises: Bus/Fleet Drivers

Job Goals:

* To manage transportation operations, contracts, procurement, and district for transportation
* To direct, manage, and evaluate the district’s transportation staff
* To create, improve, monitor, and advise upon district bus routes schedules, and contracts
* To direct and manage district transportation staff schedules, and ensure the safety,

cleanliness, and operating excellence of the district’s buses; To plan and manage transportation service procurement and provision.

Bargaining Unit Status: Exempt

Performance Responsibilities:

ADMINISTRATIVE TASKS

1. Primary responsibilities are administrative office-work and evaluation. Physical labor, though occasionally required by the job, is not the primary function of this position. The employee is expected to spend most of his or her time performing management functions from the office.
2. Regularly communicates with administration and the Board of Education on the needs, successes, and improvements required for an efficient and well-run transportation services operation.
3. Must be able to research, read, and interpret rules, regulations, and laws regarding buses.
4. Stays current on regulations and laws regarding transportation and its provision, and ensures proper implementation for the students and the schools. Develops and implements best practices for thorough and complete inspection of all district buses to ensure compliance with codes, rules, laws, and best safety practices.
5. Assists Superintendent of Schools with assessment of roads and routes. Develops alternate routes, schedules, and cancellations for snow, ice, and other hazardous conditions, alternate schedules, and emergency situations.
6. Keeps the administration and the Board of Education informed of new tasks, operations, services, equipment, and maintenance services, including recommendations of techniques for preventative maintenance that may be available.
7. Assists in development, implementation, and administration of accounting procedures and records for fees and monies, staffing, equipment acquisition and allocation, supplies and maintenance expenses, as well as other costs for the district.
8. Performs regular, detailed inspections of transportation equipment and bus facilities. Keeps copious and detailed notes on equipment, rooms, buildings, distribution centers, and grounds. Communicates regularly and clearly with transportation staff to ensure the proper maintenance and cleanliness of all equipment, buildings, and grounds under the purview of the transportation department.
9. Attends regular meetings with administrators regarding development and direction.
10. Actively promotes safety, cleanliness, health, and efficiency from the transportation department staff for the benefit of staff, students, parents, and community.
11. Other tasks as assigned by administration and the Board of Education.

PERSONNEL DIRECTION

1. Interviews, screens and recommends appointment of all transportation and related services personnel.
2. Conducts independent assessments and makes recommendations to the school board for hiring, promotion, termination, and reduction in force of specific employees of the transportation department.
3. Coordinates training of bus driving and transportation maintenance staff.
4. Monitor and ensure proper licensure and certification of district drivers and transportation maintenance staff.
5. Assists in the development and implementation of job descriptions and evaluation procedure and policy.
6. Creates and directs schedules for bus/fleet routes for all buildings and stops during the school schedule. Communicates schedules to staff, building principals, parents and others as appropriate or required.
7. Standardizes and administers personnel policies, standards and expectations, requirements to achieve of cleanliness, health and safety, bus building and bus equipment maintenance.
8. Evaluates and supervises bus/fleet drivers and bus maintenance staff.
9. Plans in-service and other training programs as well as staff meetings.
10. Develops, implements, and enforces uniform and decorum policies for bus drivers and bus maintenance employees.
11. Ensures and implements a healthy, positive, and respectful relationship between the transportation staff and the community, parents, staff, and students.
12. Other tasks as assigned by administration and the Board of Education.

PROCUREMENT AND TRANSPORTATION SERVICES

1. Prepares and researches specifications and bid specs for any leases, procurement, bidding, or other acquisition of maintenance, fuel, supplies, or other requisitions as necessary for buses or transportation services as may be required or advisable. Submits and distributes the bid specifications and other related documents, as developed, to the appropriate parties, including the administration and the Board of Education.
2. Ensures appropriate inventory and stock of required materials, supplies, and fuel.
3. Prepares government applications and reports as required.
4. Purchases, negotiates, procures, and acquires for the school district all transportation department bids, contracts, and supplies.
5. Other tasks as assigned by administration and the Board of Education.

PLANNING AND INSPECTIONS

1. Develops the district transportation program as a practical application of sound and efficient transportation for students.
2. Directs investigation of any bus-related student disciplinary incidents and any accidents involving school district equipment.
3. Inspects and maintains fire extinguishers and other bus safety devices regularly and in accordance with procedures and established laws.
4. Inspects and maintains bus monitor and recording systems regularly and in accordance with procedures and established laws. Ensures on a regular basis that tapes are properly created, stored, and maintained.
5. Develops and implements supply usage standards for staff to ensure efficient usage of supplies including fuel.
6. Plans, schedules, and supervises routes, staffing schedules, and bus maintenance for special events as requested and required.
7. Responsible for the repair, service, and maintenance of school owned or operated vehicles and motorized equipment
8. Other tasks as assigned by administration and the Board of Education.

Terms of Employment: Twelve (12) month employee. Salary to be determined by the Board of Education.

Evaluation: Performance of this job will be evaluated at least annually in accordance with provisions of the Board’s policy on evaluation.