

Transportation Coordinator Position

School Year 2018-2019

- Qualifications:
1. High School Diploma.
 2. Holds a valid bus driver's license.
 3. Typing, filing and communication skills.
 4. Demonstrates ability to perform duties as listed.

Job Goal: To assist in the operation of the district bus fleet by facilitating safe and efficient transportation for the district's students.

Performance Responsibilities:

1. Monitors personnel records and appropriate files to insure that all bus drivers are appropriately licensed.
2. Evaluates bus drivers annually and reports information to the Superintendent.
3. Schedules buses for field trips and co-curricular activities.
4. Monitors the routing and scheduling of buses to insure efficient operation.
5. Conducts bus driver refresher courses.
6. Conducts bus evacuation drills.
7. Consults with the district bookkeeper to verify payroll records.
8. Arranges for substitute bus drivers.
9. Attends workshops and seminars on topics related to the efficient operation of the student transportation system.
10. Assists in the recruitment and selection of bus drivers.
11. Inspects the bus fleet for cleanliness.
12. Inspects buses to insure that drivers have performed appropriate safety and service checks.
13. Consults with maintenance supervisor regarding mechanical problems or concerns.
14. Completes and dispatches insurance reports to the appropriate district personnel.
15. Assists administrative personnel in the preparation of reports as required by State authorities.
16. Promotes a positive public relations program.

Compensation/Stipend: \$4,200.00 per year

Contact: Amy Smith, NCHS Superintendent or Demetra Turman, NGS Superintendent
asmith@nchs18.org (815) 695-5164 or dturman@ngsd66.org (815) 695-5143

DEADLINE IS JUNE 1, 2018

