



# MINOOKA

## COMMUNITY HIGH SCHOOL

*Mission: Strengthen **M**astery, **C**ollaboration, **H**igh Expectations, and **S**uccess for All Students.*

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### *Assistant Transportation Director*

#### **Job Summary**

Manages and helps oversee transportation services for multiple Minooka School Districts. This role includes coordinating daily operations, ensuring safety and efficiency, managing staff, and helping to ensure compliance. The assistant director collaborates with the Director of Transportation and other district office personnel to create a smooth and effective operation for getting kids to and from school safely.

#### **Job Responsibilities:**

- Assist the Director of Transportation with daily decisions regarding the operation of the transportation department
- Assists in the development of assigned work schedules and routes
- Assists in the training of employees
- Assists in the coordination of schedules for educational and athletic activities
- Reviews routes on an annual basis to determine efficiencies that need to be made
- Maintains effective communication with the Director of Transportation, District Administration, Building Administrators, students, and parents
- Assists in the creation of annual reports
- Ability to work to implement the vision and mission of the district
- Aide in planning the routes of the bus drivers, aides, and other personnel to ensure that work is done effectively
- Reviews and revises transportation schedules to ensure increased efficiency
- Responds to requests for assistance by troubleshooting and providing solutions to driver-related problems
- Assesses training needs and facilitates ongoing training to ensure maximum effectiveness
- Orients staff to department policies and procedures
- Collects and analyzes data/reports regarding the operations of the department
- Review video surveillance and investigates complaints
- Maintains current knowledge of federal and state guidelines, district and departmental policies and procedures
- Reviews and updates bus routes and schedules for all schools, also develops a plan to meet future transportation needs
- Understands computerized routing systems
- Works with the Director to make sure all drivers maintain compliance and safety protocols
- Other duties as assigned by the administration



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### **Job Skills/Requirements**

- 12 month position salary to be determined by the Boards of Education from District 201 and 111 (salary range 60,000-70,000)
- Education: Bachelor's Degree OR an associate degree with extensive experience
- 3 years of transportation and or management experience preferred
- Knowledge of bus routing software and or/GPS systems preferred/recommended
- Ability to obtain and maintain a CDL license with School Bus Driver Permit to assist with routes only as needed
- Requires exceptional problem solving and interpersonal skills and the ability to build upon knowledge in relation to transportation, policies, and procedures
- Excellent customer service and knowledge or current transportation issues
- Ability to utilize technology through computer and software applications
- Ability to lead, train, and coordinate others
- Ability to effectively communicate written and verbally
- Works well under pressure