

## **RIVERBEND HEAD START & FAMILY SERVICES JOB DESCRIPTION**

TITLE:	Bus Transportation Coordinator	GRADE:	E12
REPORTS TO:	Facilities/Vehicles Director	STATUS:	EXEMPT
SUPERVISES:	Bus Transportation Specialist, Bus Mechanic, Bus Drivers, and Bus Monitors		

**AGENCY MISSION:**      **To enable children and families to develop positive skills to meet life's challenges.**

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include but not limited to:

1. The Bus Transportation Coordinator is responsible for the day-to-day operations of the bus transportation department to include monitoring and assuring efficient performance in compliance with the Illinois Dept. of Children & Family Services, Head Start, Illinois State Board of Education and Dept. of Transportation regulations in accordance to their established policies, guidelines and procedures.
2. This position works collaboratively with the Vehicles/Facilities Director in reviewing the purchase of new vehicles.
3. The Bus Transportation Coordinator tracks all buses licensures and registrations to ensure they remain valid and up-to-date.
4. This position works collectively with the Bus Mechanic to resolve challenges and issues that arise in the areas of bus maintenance and emergencies to include overseeing the scheduling of preventative maintenance checks of all buses, ordering urgent or emergency repairs as needed and maintaining complete records of all preventative maintenance and repairs that have been performed on buses.
5. The Bus Transportation Coordinator will perform road checks during inclement weather and report findings to the Vehicles/Facilities Director.
6. In the absence of the Bus Transportation Specialist, this position will set routes for the buses, dispatch buses and establish route schedules.
7. This position, in collaboration with the Facilities/Vehicles Director, will review bus video footage as needed or requested.
8. The Bus Transportation Coordinator is responsible for the purchase of equipment for the bus fleet in compliance with existing policies and procedures.
9. The Bus Transportation Coordinator is responsible for the conduct, behavior and performance evaluations of the Bus Transportation Specialist, Bus Mechanic, Bus Driver/Trainer, Bus Drivers and Bus Monitors and, in collaboration with the Staffing and Training Specialist, the recruitment of said personnel.
10. In collaboration with the Human Resources Dept., this position ensures that all bus staff have the required licensure and that all federal, state and local credentials and trainings are up-to-date in addition to any Agency specific requirements.
11. This position will facilitate bus department staff meetings, safety meetings and provide direction to all bus staff.
12. This position collaborates with the Bus Driver/Trainer to ensure all training and safety programs for the bus staff are current and completed and a training manual is developed for the transportation department.
13. The Bus Transportation Coordinator maintains a positive relationship with the families and children enrolled in the program and Agency staff communicating all applicable bus department changes as needed.
14. This position is responsible for working collaboratively with site Supervisors and management staff to ensure bus services are consistently, efficiently and effectively implemented according to Agency's policies and procedures
15. This position is responsible for coordinating with all bus staff to ensure the staff and fleet are prepared for state inspections.
16. The Bus Transportation Coordinator will maintain their assigned budget in collaboration with the Vehicles/Facilities Director and Finance Director.
17. This position will prepare and submit required and requested reports in a timely manner.
18. The Bus Transportation Coordinator will participate in all ongoing and required trainings to include but not limited to Dept. of Transportation (DOT), Illinois Dept. of Children & Family Services (DCFS), Head Start, Illinois State Board of Education (ISBE), Agency trainings, etc.
19. The Bus Drivers are required to follow all established Agency transportation policies and procedures
20. This position must maintain confidentiality of all information pertaining to children and families enrolled with the Agency and Agency staff.
21. This position attends staff meetings, in-services, etc. as required.

**EDUCATION/EXPERIENCE:**

Two to three years in transportation management or coordination experience preferred. High School diploma or equivalent required. Working knowledge and experience using transportation software systems preferred. Experience with GPS tracking systems preferred. Experience with DOT guidelines and requirements preferred. Proficiency in computer skills to include Microsoft Office products preferred. Must possess a current CDL or obtain post hire. Analytical skills, excellent communication skills, the ability to work independently and meet deadlines required. Operating and driving knowledge of school buses preferred. Previous supervisory experience required. Must be able to provide their own transportation to and from work and throughout the work day.

**WORKING CONDITIONS:**

Work is performed in a setting with moderate safety issues. Travel to outside meetings, trainings, conferences, home visits, Agency sites, etc. This position requires sitting, standing, bending and moderate lifting.

**ACKNOWLEDGEMENT:**

This job description describes the general nature and level of work performed by the employee assigned to this position. It does not imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by their direct Supervisor. All requirements are subject to change over time and to possible modifications to reasonably accommodate individuals with a disability.

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Employee's Signature

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Date

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Supervisor's Signature

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Date