

RIVERBEND HEAD START & FAMILY SERVICES JOB DESCRIPTION

TITLE: Bus Transportation Specialist GRADE: E9
REPORTS TO: Bus Transportation Coordinator STATUS: EXEMPT

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 Specialist is responsible for assisting the Bus Transportation Coordinator in the operations of Agency's bus transportation services with their primary responsibility being the bus routing system to ensure safe, effective, efficient and responsive delivery of enrolled students to and from the Centers, on field trips, etc.
2. This position is responsible for assembling and tracking routing information, developing route maps and student rosters for the beginning of the program year and ongoing throughout the entire program year 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.
3. The Bus Transportation Specialist will communicate bus routing information and changes to all impacted parties to include the student's emergency card contacts and applicable site and management staff.
4. The Bus Transportation Specialist will perform the ongoing evaluation of route efficiencies, develop strategies for improvement and report suggested changes to the Bus Transportation Coordinator.
5. This position will assist the Bus Transportation Coordinator with ongoing onboarding and training of all Bus Drivers and Bus Monitors.
6. This position will report any areas of non-compliance or concerns involving Bus Drivers and/or Bus Monitors to the Bus Transportation Coordinator.
7. The Bus Transportation Specialist will promote safe work practices in accordance with all governing federal, state and local guidelines in addition to the Bus Transportation Coordinators directives.
8. This position will prepare reports as required and requested by the Bus Transportation Coordinator and/or other applicable staff.
9. The Bus Transportation Specialist 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.
10. The Bus Transportation Specialist maintains a positive relationship with the families and children enrolled in the program and Agency staff communicating all applicable bus department changes as needed.
11. The Bus Drivers are required to follow all established Agency transportation policies and procedures
12. This position must maintain confidentiality of all information pertaining to children and families enrolled with the Agency and Agency staff.
13. This position attends staff meetings, in-services, etc. as required.

EDUCATION AND/OR EXPERIENCE:

Two to three years of previous applicable experience preferred. High School diploma or equivalent required. Working knowledge and experience using transportation routing software systems required. Experience with GPS tracking systems preferred. Experience with DOT guidelines and requirements preferred. Proficiency in computer skills to include Microsoft Office products preferred. Analytical skills, excellent communication skills, the ability to work independently and meet deadlines required. Operating and driving knowledge of school buses preferred. 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 minimal safety issues. Travel to outside meetings, trainings, conferences, 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.

Employee Signature

Date

Supervisor's Signature

Date