



The Chardon Board of Education is currently advertising the following position of employment:

Position: **Director of Transportation**  
Chardon Local Schools

Organization: Chardon Board of Education  
428 North Street  
Chardon, OH 44024

Telephone: (440) 285-4052

Date Available: Immediately

Deadline: When position is filled

Description: See attached description

Salary: Supervisory Salary Schedule

Certification: Class B CDL License with School Bus and Passenger Endorsement

Date Posted: December 11, 2019

December 11, 2019

Michael P. Hanlon, Jr.  
Superintendent

The Chardon Local School District has dedicated itself to providing equal admission opportunities, equal educational opportunities, and equal employment opportunities to all people regardless of race, color, national origin, sex, or handicap.

Please apply through the Chardon Local Schools website: [HERE](#)

# JOB DESCRIPTION

**Title:** DIRECTOR OF TRANSPORTATION

**Reports to:** Assigned administrator/supervisor

**Job Objective:** Supervises district-wide transportation services. NOTE: Driving duties may be assigned. See "bus driver" job description for additional information.

**Minimum Qualifications:**

- High school diploma or GED. Holds or qualified to obtain a state pupil transportation certificate.
- Pupil transportation and budget management skills verified by training and/or work experience.
- Available to work a non-traditional schedule and irregular hours when required.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Documents/maintains a record free of criminal violations that prohibit public school employment.
- Effective leadership, communication, problem-solving and time management skills.
- Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.
- Valid driver's license. Qualified to be covered by the district's insurance carrier. Valid Commercial Driver's License (CDL) is advantageous.

**Essential Functions:**

**1. Professionally manages transportation services. Actively supervises department staff. Establishes appropriate levels of employee autonomy and accountability.**

- Prioritizes tasks. Completes assignments within required time-frames.
- Manages accurate data collection and timely processing of paperwork.
- Monitors/facilitates department compliance with all pertinent laws and regulatory standards.
- Serves as an adviser to the superintendent and active member of the administrative team.
- Recruits highly-qualified department staff. Oversees departmental orientation programs.
- Diligently attends to job details. Pursues quality work results. Checks completed tasks to ensure compliance with district specifications. Develops effective solutions for work-related problems.
- Assumes responsibility for the results of delegated duties. Evaluates/documents staff performance.
- Monitors bus driver training standards. Verifies drivers are qualified and correctly licensed.
- Coordinates department meetings and in-service training activities.
- Implements the approved budget as assigned. Manages the judicious use of program resources.
- Upholds fiscal accountability standards. Prepares revenue/expense projections as requested.
- Works with administrators/supervisors to align budget proposals with district performance goals.
- Maintains open lines of communication with parents. Responds promptly to questions/concerns. Develops and maintains the district transportation services webpage.
- Prepares bus routes and assigns drivers. Determines the most appropriate approach to transport each student. Works with the staff to address the special needs of students with disabilities.
- Directs the dissemination of routing information, student rosters, transportation schedules, etc.
- Monitors road and weather conditions. Recommends the need to delay or cancel services.
- Coordinates non-routine use of buses (e.g., field trips, athletic contests, etc.).
- Oversees ongoing vehicle maintenance. Implements procedures to deal with emergency repairs. Inspects completed repairs. Keeps repair logs. Monitors outside vendor performance.
- Coordinates annual state patrol bus inspections.
- Promotes defensive driving. Implements bus safety programs. Coordinates bus evacuation drills.
- Documents staff injuries that require treatment. Prepares accident reports.

- Protects district property. Implements procedures to prevent the loss of supplies/equipment.
  - Prepares and submits all state transportation reports.
- 2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.**
- Cultivates community relationships that promote strong public support for the district.
  - Enforces drug-free workplace rules, board policies and administrative guidelines/procedures.
  - Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
  - Keeps an acceptable attendance record and is punctual.
  - Maintains a professional appearance. Wears work attire appropriate for the position.
  - Respects privacy. Maintains the confidentiality of privileged information.
  - Sustains an effective working environment. Performs all aspects of the job.
- 3. Maintains open/effective communications. Serves as a reliable information resource.**
- Provides prompt notification of personal delays or absences.
  - Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.
- 4. Pursues opportunities to enhance personal performance.**
- Keeps current with professional standards associated with work duties.
  - Updates personal skills as needed to use task-appropriate technology effectively.
- 5. Keeps informed about workplace safety procedures. Initiates action to manage risks.**
- Helps update and implement a comprehensive school safety/emergency operations plan.
  - Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.
  - Manages student behavior using positive behavioral support techniques.
- 6. Performs other specific job-related duties as directed.**
- Implements workplace initiatives that advance organizational goals.

**Performance Evaluation:**

Employee performance is evaluated according to applicable law, board policies/regulations, contractual agreements and district administrative procedures.

**Working Conditions:**

The Chardon Local School District offers equal employment opportunity without regard to age, ancestry, color, disability, military status, national origin, race, religion, sex and any other legally protected category.

Safety is essential to job performance. Employees must comply with district protocols, health laws, and federal/state workplace safety regulations.

This summary document describes typical job functions and is not an exhaustive list of all possible work responsibilities. Employee duties may change in response to collective bargaining agreements, funding variables, modified operating procedures, program or service revisions, regulatory requirements, technological innovations and unforeseen events.

## JOB DESCRIPTION

**Title:** BUS DRIVER

**Reports to:** Director of Transportation

**Job Objective:** Operates a school vehicle to provide authorized transportation services.  
NOTE: Safety is the top priority even if delays disrupt the regular schedule.

**Minimum Qualifications:**

- High school diploma or GED. Successful completion of pre-service bus driver training program.
- Valid Commercial Driver's License (CDL) with school bus and passenger endorsements.
- Qualified to be covered by the district's insurance carrier. Completes required ongoing training to maintain license and endorsements.
- Demonstrates a clear understanding/commitment to defensive driving practices and ability to deal with stressful traffic, weather conditions and passenger distractions.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Documents/maintains a record free of criminal violations that prohibit public school employment.
- Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.
- Satisfactory pre-employment and ongoing random drug/alcohol test results.

**Physical Demands:** Duties may require providing physical assistance to students.

**Essential Functions:**

- 1. Provides safe and dependable conveyance of students.**
  - Complies with all Ohio Administrative Code pupil transportation operation and safety rules.
  - Performs pre-trip and post-trip safety inspections. Checks safety equipment and first aid supplies.
  - Reports equipment concerns and/or malfunctions in writing immediately.
  - Assumes responsibility for the interior and exterior cleanliness of the vehicle. Seeks advice when uncertain about product use, storage or disposal procedures. Follows health and safety regulations to clean up blood, body fluids/tissue, etc.
  - Fuels the vehicle. Monitors fluid levels (e.g., oil, windshield washer, brake, transmission, etc.).
  - Maintains established routes and schedules. Suggests route modifications that improve efficiency.
  - Transports only authorized passengers.
  - Reports road hazards or other problems that may impede district services.
  - Practices defensive driving. Complies with all motor vehicle laws (e.g., speed limits, complete stops, etc.). Reports traffic citations, accidents, or property damage to the department supervisor.
  - Attempts to identify and report vehicles that fail to comply with traffic regulations (e.g., failure to stop for flashing bus lights, passing in prohibited zones, etc.).
  - Loads and unloads students at assigned stops. Ensures passengers are seated before the vehicle moves. NOTE: The driver and bus aide/monitor work as a team on wheelchair lift vehicles to secure seat belts, wheelchairs and other mobility equipment.
  - Communicates rules to students (i.e., expectations and consequences). Assumes responsibility for controlling students on the bus. Keeps supervisors informed about behavior concerns.
  - Provides assistance as needed when aware of passengers with medical/health considerations.
  - Follows district field trip procedures. Remains available to passengers during trips as instructed.
  - Conducts emergency evacuation drills that comply with current state standards.
  - Participates in the district's bus safety program as directed.
  - Protects district property. Implements procedures to prevent the loss of supplies/equipment.

**2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.**

- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
- Contributes to an effective working environment. Performs all aspects of the job.
- Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
- Keeps an acceptable attendance record and is punctual.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy. Maintains the confidentiality of privileged information.
- Works effectively with minimal supervision. Performs tasks efficiently to meet deadlines.

**3. Maintains open/effective communications.**

- Provides prompt notification of personal delays or absences.
- Refers policy interpretation questions to an appropriate administrator.
- Seeks clarification when directives are unclear.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

**4. Pursues opportunities to enhance personal performance.**

- Keeps current with professional standards associated with work duties.
- Updates personal skills as needed to use task-appropriate technology effectively.

**5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.**

- Implements effective pupil management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.
- Manages student behavior using positive behavioral support techniques.

**6. Performs other specific job-related duties as directed.**

- Helps implement workplace initiatives that advance organizational goals.

**Performance  
Evaluation:**

Employee performance is evaluated according to applicable law, board policies/regulations, contractual agreements and district administrative procedures.

**Working  
Conditions:**

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