

**ROCKFORD BOARD OF EDUCATION  
Job Descriptions**

**JOB TITLE: Executive Director of Transportation**

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**JOB CODE: 5500  
DEPARTMENT: Transportation  
SUPERVISOR: Chief Operations Officer  
DATE: May 12, 2015**

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**SUMMARY:**

Shall be responsible for providing student transportation utilizing vehicles purchased by the Board of Education for that purpose and direction of the Student Assignment Center.

**SUPERVISORY RESPONSIBILITIES:**

Terminal Coordinator, Shop Manager, Transportation Safety Officer, Student Assignment Center Staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:**

1. Shall supervise and evaluate the work of all Transportation Department personnel to provide for total overall efficiency.
2. Shall supervise the Student Assignment Center staff to assign students to schools and complete transportation assignments for the district, monitor seat allocations in schools, add/fix addresses in e-School.
3. Shall develop in cooperation with the Chief Operations Officer the operational transportation budget.
4. Shall cooperate with the Director of Purchasing in the development of specifications for the bidding of all Transportation requirements.
5. Shall develop plans for a fleet to meet needs of a district within framework of budget and Board policy.
6. Shall hire, train and supervise activities of all drivers.
7. Shall establish and maintain a complete Maintenance Department including the hiring and supervision of mechanics and bus preparation staff.

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8. Shall establish and maintain a working parts inventory for repairs and preventative maintenance.
9. Shall designate within department responsibility for the efficient scheduling of buses.
10. Shall continually monitor income and expenditures and adjust services to fall within framework of projected income and expenses.
11. Assumes any other duties as may from time to time be delegated by the supervisor and the supervisor may make any adjustment in the scope of responsibilities as outlined above which will be in the best interest of the school district.
12. All administrative actions must be in concert with the mission statement, beliefs, objectives and parameters found in the strategic plan of the Rockford Board of Education.

**EDUCATION/TRAINING:**

Master's Degree

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skills, and/or ability required.

This description is written primarily for position evaluation purposes. It describes duties and responsibilities, which are representative of the nature and level of work assigned to the position. The principal activities are representative and not necessarily all-inclusive.

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Approved

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Date