Position: Transportation/Facility Manager

Reports To: Head Start Director

Supervises: Bus Drivers
Driver/Maintenance

FLSA Status: \(\times\) Exempt \(\_\_)\) Non-Exempt

Position Purpose:
Responsible for coordinating the Head Start Program’s bus transportation needs. Responsible for ensuring that agency bus transportation of children, parents, staff and volunteers to sites, homes, field trips, and events is safe, timely and presentable. Responsible for custodial oversight i.e. insures that custodial work is acceptable, complete, and performed in a timely manner. Reports any custodial issues to Head Start Director.

Characteristic Duties and Responsibilities:
- Implement Active Supervision of Children procedures to ensure each child is safe and accounted for at all times.
- Plans and supervises the coordination of bus transportation to ensure the safety of passengers, staff and the community in support of the needs of Head Start children and their families.
- Develops and maintains efficient bus routes that ensure that the Head Start students are on the bus no longer than 60 minutes at any time during transportation to or from sites.
- Coordinates training and licensing for Head Start bus drivers in cooperation with the Secretary of State requirements and directives.
- Ensures that Head Start vehicles are in good repair and are properly maintained and meet OUST inspection guidelines.
- Develops and monitors bus transportation services to ensure the availability of adequate transportation for classes, field trips, food deliveries, supplies, and other related transportation/transport needs.
- Maintains knowledge of rules and regulations governing the transportation of children, families, and staff, and ensures continued compliance.
- Provides supervision, direction and training to subordinate staff as required.
- Completes written evaluation of drivers’ performance at least annually.
- When necessary, participates in investigations of violations of policies and procedures, issues discipline and participates in the grievance process.
- Monitors and approves staff time, travel and reimbursement requests. Completes payroll for assigned staff.
- Schedules and conducts transportation staff meetings as needed.
• Uses available technology to increase efficiency, maintain accurate up-to-date records and accurate up-to-date reports.
• Organizes and implements a process of moving classroom supplies and equipment in and out of Head Start sites.
• Ensures that daily custodial work (i.e. mopping of floors, cleaning of restrooms, emptying of trash bins etc.) is completed in a timely and professional fashion as described in the janitorial services contractual.
• Ensures that any special or annual cleaning projects are performed as described in the janitorial services contractual.
• Performs other duties as may be assigned.

**Required Knowledge, Skills and Abilities:**

• High school diploma or equivalent (GED).
• At least one year of experience as a bus driver preferred.
• Coursework or experience in early childhood education or child development programming preferred.
• Three years professional experience in supervising transportation activities/systems.
• Ability to travel to meetings and other work sites.
• Safety, health and CPR/First Aid training preferred.
• Must meet all requirements for child care staff as defined by the Illinois Department of Children and Family Services.
• Must meet requirements of bus staff defined by the Illinois Department of Transportation, including State of Illinois CDL and School Bus Driver’s permit.
• Oral and written communication skills, interpersonal and computer skills required to effectively manage staff and coordinate the Head Start transportation services and facilities operations.
• Ability to lift children weighing up to sixty pounds in emergencies.

**Essential Functions:**
This document contains a description of a general class of positions within the Champaign County Regional Planning Commission salary administration program. The description contains examples of duties and responsibilities which may or may not be considered to be “essential functions” to a particular job or position within this job class. “Essential functions” are to be determined at the position or job level within each department.

Approved by Policy Council: 2016