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Community Consolidated School District 15

Joseph M. Kiszka Educational Service Center
580 North 1st Bank Drive
Palatine, IL 60067

Daniel W. Lukich, Ph.D.
Superintendent of Schools

(847) 963-3000 • Fax (847) 963-3200
www.ccsd15.net

October 2, 2009



VIA E-MAIL

Jennifer Mondy
106 S. Roberts Road
Inverness, IL 60067

fcwnews@comcast.net

Re: Response to FOIA Request of September 28, 2009

Dear Ms. Mondy:

This letter responds to your Freedom of Information Act (“FOIA”) request dated and received by the District on September 28, 2009. Your request, a copy of which is attached, seeks the following job descriptions:

1. Director of Transportation
2. Assistant Director of Transportation
3. Routing Coordinator

As responsive documents total five (5) pages, the District will waive the statutorily permitted copying fee. This document has been e-mailed to the address you provided.

As the Superintendent of Schools I am responsible for granting or denying your requests for records under the Freedom of Information Act. Please be aware that my response is based on my understanding of your request. If I have misunderstood your request, please let me know as soon as possible so that I may amend this response. If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read 'D. Lukich', written over the word 'Sincerely,'.

Daniel W. Lukich, Ph.D.
Superintendent of Schools

Attachments

cc: Board of Education

Due: 10/7/09



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RECEIVED

SEP 28 2009

Per JTB 3:00pm

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**Request for Examination and/or Copies of Public
Records Pursuant to the Freedom of Information Act**



On the 28th day of September, 2009, at the hour of 2 pm (a.m./p.m.) the following request was made for access to the public record(s) listed below for the purpose of review and/or duplication:

Records to be Inspected: _____

Records to be Copied: Job description with listing of responsibilities and duties for the following District 15 transportation positions: TRANSPORTATION DIRECTOR, ASSISTANT TRANSPORTATION DIRECTOR and Routing Coordinator

Name of Requesting Party (please print): Jennifer Mondy

Signature of Requesting Party: [Signature]

Address: 106 S. Roberts Rd Inverness IL

Telephone: 847-991-8067 E-mail: fcwnews@comcast.net

I understand that, as permitted by the Act 5 ILCS 140/6, I shall be charged \$.35 per page copied. If mailed, postage costs will be included in total fee.

Disposition of Request

- Record(s) made available and requesting party notified. Date: _____ Time: _____
- Record(s) were provided for review. Date: _____ Time: _____
- Record(s) copied at cost of: _____ Record(s) mailed at cost of: _____
- Record(s) picked up or mailed on _____
- Request delayed—attach reason(s) _____ Request denied—attach reason(s) _____

Signature of Employee: _____

Title of Employee: _____

Signature of Requesting Party: _____

Reported to Board of Education on: _____

JOB DESCRIPTION

TITLE: Director of Transportation
LOCATION: Educational Service Center
EXEMPT: No
REPORTS TO: Assistant Superintendent for Business and Auxiliary Services
**ANNUAL
WORK DAYS:** 260

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Directly supervises department maintenance staff, department clerical and support staff, and bus drivers.
- Plan, organize, direct, and evaluate the operation of the district's transportation facility to provide complete and safe transportation of District 15 students.
- Employ, train, and assign drivers and other personnel as required fulfilling the functions of the department.
- Prepare and submit such reports and maintain such records as required by the state and the district.
- Plan and maintain a continuous program of vehicle repair and maintenance to insure compliance with state and local safety requirements.
- Prepare specifications and recommend for purchase of equipment, supplies, and materials for operation of the department.
- Plan in cooperation with the building principals, bus routes and schedules to transport students safely and efficiently in accordance with district policy and procedure.
- Maintain an effective dispatching department for efficient vehicle and driver utilization, and for prompt action in the event of accident or other emergency.
- Formulate student bus safety rules and conduct bus evacuation drills as required by state regulations.
- Work in cooperation with building principals to develop and maintain an effective student bus discipline program.
- Determine and define the 1½ mile boundary for each attendance center.
- Evaluate potentially hazardous walking areas as defined by the Illinois Department of Transportation, and prepare applications for approval by that department.
- Plan and implement a program of driver in-service and education to meet requirements of the state and the district.
- Prepare an annual operating budget, including recommendations on department staff salary and fringe benefit programs.
- Perform such other duties and assume such other responsibilities as may be assigned by the assistant superintendent for business and auxiliary services.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

- A combination of experience and training that would provide the knowledge and skills required.
- Two years of successful experience in elementary or junior high school administration.

Revised 02/2006

**Community Consolidated School District 15
Transportation Department
1100 North Smith Road
Palatine, IL 60067
847.963.3900**

JOB DESCRIPTION

TITLE: Assistant Director of Transportation
LOCATION: Transportation Department
Walter R. Sundling
EXEMPT: Yes
REPORTS TO: Director of Transportation
**ANNUAL
WORK DAYS:** 261

ESSENTIAL DUTIES AND RESPONSIBILITIES

- ◆ Assist Director in directly supervising department maintenance staff, department clerical and support staff, and bus drivers.
- ◆ Assist Director in planning, organizing, directing, and evaluating the operation of the district's transportation facility to provide complete and safe transportation of District 15 students.
- ◆ Assist Director in employing, training, and assigning drivers and other personnel as required to fulfill the functions of the department.
- ◆ Assist Director in the evaluation of bus drivers.
- ◆ Prepare and submit such reports and maintain such records as required by the state and the district.
- ◆ Track and improve the percentage of ontime bus service to students.
- ◆ Prepare specifications and recommend for purchase of equipment, supplies, and materials for operation of the department.
- ◆ Formulate student bus safety rules and conduct bus evacuation drills as required by state regulations.

- ◆ Plan and implement a bus driver training and re-training program that enables the school district to maintain an adequate pool of qualified bus drivers.
- ◆ Plan and implement a program of driver inservice and education to meet requirements of the state and the district.
- ◆ Perform such other duties and assume such other responsibilities as may be assign by the Director of Transportation.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED

- ◆ A combination of experience and training that would provide the knowledge and skills required.
- ◆ Two years of successful experience in transportation department or school administration.

JOB DESCRIPTION

TITLE: Routing Coordinator
LOCATION: Transportation Department
Walter R. Sundling
EXEMPT: No
REPORTS TO: Director of Transportation
**ANNUAL
WORK DAYS:** 260

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist in planning and determining school bus routes and schedules utilizing such factors as traffic conditions, pupil load size, potential road hazards and other factors.
- Prepare recommendations for changes in bus routes and schedules to obtain maximum utilization of equipment and personnel.
- Coordinate data entry on the Versitrans system.
- Assign duties to Class III secretary who is responsible for maintaining up-to-date information on the Versitrans system.
- Review student bus list with school office personnel to insure accuracy of information and names prior to releasing the list to bus drivers.
- Plan and implement a bus driver-training program that enables the school district to maintain an adequate pool of qualified bus drivers.
- Other appropriate duties as assigned.
- Maintain and compile data and information regarding the pupil transportation program, and prepare concise and clear summaries as required.
- Assist in the planning, organization and conduct of transportation personnel orientation and inservice training programs.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

- Equivalent to the completion of the twelfth grade, including or supplemented by coursework or training in transportation systems, organization and supervision, or a closely related area.
- Three years of experience as a school bus driver.
- Establish and maintain cooperative working relationships.
- Maintain accurate and comprehensive records and prepare clear and concise reports.
- Understand and carry out oral and written directions.