



SCHOOL DISTRICT U-46
JOB DESCRIPTION
TRANSPORTATION DEPARTMENT
INSPECTION COMPLIANCE CLERK

JOB DESCRIPTION REVISION DATE: 5/9/2014

POSITION TITLE: Inspection Compliance Clerk

DEPARTMENT: Transportation

REPORTS TO: Shop Foreman and AM/PM Office Manager

SUPERVISES: Department compliance of all state and federal mandated vehicular inspections.

POSITION GOAL:

To provide an organized approach to inspection compliance and ensure all related records are maintained as required for auditing.

ESSENTIAL FUNCTIONS:

1. Maintain and archive accurate daily pre-trip inspection reports for all buses.
2. Maintain and archive accurate test lane inspection data for all buses.
3. Assist with organizing, scheduling, and monitoring all work performed related to annual bus cleaning.
4. Schedule and complete the annual reorganization of the bus parking lot as required due to the purchase and trade of buses.
5. Must maintain the necessary license and endorsements to drive a school bus to and from the test lane and/or a route when needed or required.
6. Organize and complete the requirements to ensure all school bus license plates/stickers are within compliance and not expired.
7. Must be willing and able to work a flexible schedule, including weekends, additional, and various hours as needed or assigned.
8. Must maintain confidentiality.
9. Other duties as assigned.
10. Pleasant phone/radio voice.

KNOWLEDGE AND CRITICAL SKILLS:

1. Must have the ability to multi-task and work well under pressure.
2. Must display professional and responsible leadership at all times.
3. Must meet all requirements to be a School District U-46 professional school bus driver.
4. Computer skills a must.
5. Must display excellent people skills and contribute to a positive work environment.
6. Must have knowledge of test lane and pre-trip requirements as mandated by the State of Illinois.
7. Must currently have and maintain outstanding attendance.
8. Must be able and willing to work a flexible schedule, including weekends, and various hours as scheduled.
9. Must be a team player.



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EXPERIENCE:

1. Must hold and maintain a valid CDL and clean driving record.
2. Must hold and maintain a school bus permit and all other required endorsements.
3. Must be capable of driving all types of school buses.
4. Professional customer service required.
5. Basic computer skills required.

Comments: The knowledge, critical skills, and experience listed above are typical for this position; however, any equivalent combination of education, training, and/or experience, may be acceptable.

ENVIRONMENTAL CONDITIONS:

1. Frequently work in congested traffic areas with exposure to construction, unsafe drivers, "road rage," and disgruntled customers.
2. Possible exposure to body fluids and airborne pathogens.
3. Exposure to diesel fuel, gasoline, and all other vehicular fluids and fumes.
4. Exposure to slippery, wet, and snowy conditions while walking and driving.
5. Exposure to extreme heat while driving or working in the parking lots.
6. Indoors in a busy environment with exposure to constant noise and communication.
7. Work in a small office area.

PHYSICAL DEMANDS:

1. Ability to sit and drive a vehicle approximately 60% of the day.
2. Ability to safely and quickly evacuate all types of school buses used by U-46.
3. Ability to bend, kneel, and lift during the course of the normal work day.
4. Ability to effectively work within an often overcrowded, noisy, and distracting environment.
5. Ability to work on a computer approximately 20% of the work day.
6. Ability to work in a very fast paced and stressful environment 40% of the work day.

ADA:

The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

TERMS OF EMPLOYMENT:

This is a 10-month position. Summer hours will be determined. Salary per DUTU and as approved by the Board of Education.



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EVALUATION:

If this position is filled from within the department, during the first 90 day "new position" probationary period, either the district or the employee in this position may determine that the employee return back to their former position. If the employee elects to exercise this option, a four (4) week notice of intent must be provided to the director of transportation. Performance of this position will be evaluated in accordance with the provisions of the Board's policy on evaluation of support service and the DUTU contract.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____