



**ROCKWALL INDEPENDENT SCHOOL DISTRICT**  
**Employee Job Description**  
**Assistant Director of Transportation**

**Job Title:** Assistant Director of Transportation      **Wage/Hour Status:** Exempt  
**Reports to:** Director of Transportation      **Pay Grade:** AM 3 – 238 days  
**Department:** Transportation      **Date Revised:** 7/19/2017

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**PRIMARY PURPOSE:** Oversee, direct, manage and administer the daily operations in the Transportation Department to assure safety, continuing service and customer satisfaction.

**QUALIFICATIONS:**

**Education /Certification:**

Bachelor's Degree in Business and/or equivalent work experience. (preferred)  
Valid Texas Commercial Driver's License (Class B-CDL) with Passenger & School Bus Endorsements

**Special Knowledge/Skills:**

Ability to read and understand documents including policies and procedures manuals  
Ability to receive and provide effective written and verbal instructions  
Exhibit strong organizational, communication, interpersonal and planning skills  
Proficient use of telephone & radio communications  
Comprehensive knowledge of the principles and practices of a school district's transportation program, including operations, vehicle/fleet maintenance, computerized routing and complex route and field trip dispatching.  
Thorough knowledge of principles and practices of safe school bus transportation.  
Ability to interpret and develop transportation policy and procedures at the state and local level.  
Comprehensive knowledge of Microsoft office programs, such as Word, Excel, Access, etc.

**Experience:**

Minimum of five or more years' supervisory experience in transportation operations.  
Minimum of two years supervisory experience preferred

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Serve as acting director in the absence of the Director of Transportation.
2. Direct the planning and coordination of routes and schedules to achieve the greatest degree of safety and service consistent with maximum utilization of vehicles and personnel.
3. Direct and manage budget, personnel and operations for district bus and white fleets.
4. Maintain mileage, ridership data, and cost information necessary for accurate state reporting.
5. Oversee evaluation of drivers and staff.

6. Analyze financial performance and review findings with Transportation Director.
7. Perform driver and route audits to manage hours and minimize overtime for employees.
8. Manage the development of training programs for all personnel.
9. Act as liaison with parents, administrators and drivers to ensure proper response to concerns are resolved.
10. Assist Director in leading a large diverse staff while performing functions such as interviewing, hiring, train employees as well as plan, assign and direct work, appraise performance, reward and discipline employees as well as address complaints and resolve problems.
11. Promote a professional, friendly, and positive environment at all times.
12. Perform other tasks and duties as assigned.

**Supervisory Responsibilities:** Supervise assigned personnel.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including computer and peripherals; two-way radio; global positioning system (GPS); school bus; safety equipment including but not limited to flares, reflective signs, and fire extinguisher

**Posture:** Prolonged sitting; frequent standing and twisting; occasional kneeling/squatting, bending, stooping, and pushing/pulling

**Motion:** Repetitive hand motions; frequent keyboarding and use of mouse; prolonged driving; moderate walking, climbing stairs, grasping/squeezing, wrist flexion/extension, and reaching

**Lifting:** Limited light lifting and carrying (less than 15 pounds) on a daily basis

**Environment:** Frequent exposure to extreme hot and cold temperatures, noise, and vehicle fumes; work early shift; may work irregular and prolonged hours

**Mental Demands:** Maintain emotional control under stress

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*The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Administration and/or supervisor have the right to add or change duties at any time.*

*This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.*

*Rockwall ISD is an equal opportunity employer*