

Job Title: ASSISTANT DIRECTOR
OF TRANSPORTATION

Wage/Hour Status: N/A

Reports to: TRANSPORTATION DIRECTOR

Pay Grade: N/A

Dept. /School: TRANSPORTATION

Date Revised: 2014

PRIMARY PURPOSE: Provide assistance in the overall supervision and direction of the district transportation program. Serve as a liaison between bus drivers, campuses, parents, and the community.

QUALIFICATIONS:

Education / Certification:

1. Bachelor's degree
2. Valid Texas Commercial Drivers' License
3. TAPT Certification Preferred
4. Clear CDL License with passenger and school bus endorsements

Special Knowledge/Skills:

1. Ability to establish and adjust routes within the guidelines of TEA and district policies.
2. Ability to maintain all files for regular and special education routes for TEA reports
3. Strong organizational, communication, and interpersonal skills
4. Computer skills to operate routing program

Experience:

1. Five years bus driving experience or related transportation field preferred
2. Three years, experience preparing TEA reports and managing bus routes preferred
3. Two years' experience supervising bus drivers preferred

Major Responsibilities and Duties:

1. Make decisions in the absence of the director.
2. Coordinate the day-to-day operations and functions of the department to ensure consistent service is provided.
3. Directly supervise assigned department staff.
4. Apprise the director on changes in operations and events that may create a problem.
5. Interview and recommend the employment of bus drivers and monitors.
6. Make sound recommendations relative to personnel transfer/reassignments, retention and dismissal.

7. Coordinate and assign bus routes to regular and substitute drivers.
8. Use appropriate conflict resolution skills effectively.
9. Assist the director in the process of interacting with campus administrators and parents to facilitate bus safety reports.
10. Assist in the preparation of TEA transportation reports as required for funding and audit purposes.
11. Respond to concerns or complaints regarding bus drivers and participate in parent conferences upon request.
12. Assist campus administrators coordinating bus safety programs and promote good bus rider habits including participation in bus discipline meetings.
13. Assist with conducting monthly department safety meetings and provide special training sessions as directed.
14. Supervise the posting of all extra driving assignments, new and open routes, and assist with the selection process.
15. Direct the data entry function on routing and field trip programs.
16. Participate in the investigation of bus accidents and cooperate with law enforcement agencies as well as prepare any necessary reports.
17. Oversee all data entry in preparation and compiling of payroll for field trips, bus routes and other district payroll functions.
18. Compile, maintain and file reports, records and other documents as required.
19. Assist in evaluating the job performance of bus drivers and monitors.
20. Adjust route schedules, time schedules and reassign bus drivers in cooperation with the director.
21. Ensure compliance with all applicable state and federal regulations and observe local board policies concerning transportation.
22. Demonstrate behavior that is ethical, fair and becoming of a role model for all staff.
23. Develop skills appropriate to job assignment.
24. Demonstrate skill in anticipating, managing and resolving conflict. Monitor the quality and clarity of written communications issued from the transportation department.
25. Display tolerance necessary for accepting supervision for and criticism of job performance.
26. Work in harmony with supervisory, faculty, and peer personnel.
27. Support and follow administrative and Board policy.
28. Represent the school system to the community in a positive, professional way.

- 29. Maintain a sincere, friendly attitude toward patrons.
- 30. Perform other duties as assigned by the Transportation Director.

Working Conditions:

Mental Demands:

Ability to demonstrate good communication skills (verbal and written); interpretive skills (policy, procedures, data); reasoning skills; maintain emotional control under stressful and/or challenging situations; deal sensitively with persons from diverse backgrounds; demonstrate ability to compile and compute data; coordinate district transportation functions; demonstrate management ability through instructing and coordinating personnel.

Physical Demands/Environmental Factors:

Frequent district wide travel; frequent prolonged and irregular hours; ability to operate and ride on motor vehicles used by the district.

Terms of Employment:

Work year established by the Board; salary according to current schedule.

Evaluation:

Performance of this job will be evaluated annually.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____