

Openings as of 11/16/2017**Director of Transportation****JobID: 871****Position Type:**
Transportation

0

[Email To A Friend](#)
[Print Version](#)**Date Posted:**
11/10/2017**Location:**
Transportation**Date Available:**
ASAP**Closing Date:**
TBD**Primary Purpose:**

Supervise and manage district's transportation and vehicle maintenance program. Oversee maintenance of all district-owned vehicles. Ensure safe and efficient operation of the transportation department. Manage department budget.

Qualifications:**Education/Certification:**

- o Bachelor's Degree
- o Three years experience as a supervisor
- o Valid Texas Commercial Driver's License

Special Knowledge/Skills:

- o Ability to supervise and manage operations of a large fleet of vehicles.
- o Knowledge of energy management and vehicle repair and maintenance.
- o Coordinate and supervise the work of others and to develop and maintain cooperative working relations with those contacted in the course of the work.
- o Ability to manage budget.
- o Ability to coordinate district functions.
- o Ability to interpret policy, procedures, and data.
- o Strong organizational, communication, and interpersonal skills.
- o Practices of operating a school district's transportation system and fleet vehicles. Equipment and methods used to maintain vehicles and powered equipment.
- o Laws and rules pertaining to the transportation of children and the maintenance of transportation vehicles.
- o Safety practices and procedures applicable to transportation of children and use of motor vehicles.
- o Computer software including email, word processing, spreadsheets, and databases. Effective communication techniques using tact and professionalism.
- o Coordinate and supervise the work of others and to develop and maintain cooperative working relations with those contacted in the course of the work.

Experience:

- o Three years of supervisory experience in school operations, preferably in transportation operations
- o Experience in operation of a school bus

Major Responsibilities and Duties:**Routes and Schedule**

1. Prepare and update bus routes and schedules for all schools in district. Review and revise periodically as enrollment fluctuates.
2. Notify bus drivers, schools, and public of any changes in bus routes and schedules.
3. Supervise and evaluate all transportation systems of the District
4. Develop plan to meet future transportation needs.
5. Coordinate transportation for extracurricular activities and special programs.
6. Respond to after-hours emergency calls as needed.

7. Help organize and conduct training programs to promote a safe work environment.

Policy, Reports, and Laws

8. Implement and enforce federal and state law, State Board of Education rule, and board policy in transportation area, and develop a program of preventative safety.
9. Compile, maintain, file, and present all reports, records, and other documents required in transportation area.
10. Develop training options and improvement plans to ensure exemplary operation of transportation department.
11. Comply with applicable personnel policies.
12. Prepare data necessary to process transportation payroll.
13. Check driver logs and mileage sheets, also maintain end of the year mileage reports.

Vehicle Maintenance and Repair

14. Direct repair of all district-owned vehicles and oversee plans for preventive maintenance.
15. Process vehicle repair requests and prioritize work orders. Contract for services that cannot be performed in shop.
16. Monitor fuel deliveries and distribution.
17. Establish standards of maintenance and preventative maintenance for district vehicles.
18. Maintain all necessary maintenance records for district vehicles.
19. Ensure that standards consistent with all applicable laws and regulations are maintained.
20. Manage compliance of all safety regulations governing pupil transportation.
21. Inspect all district vehicles on a regular basis to determine that high standards of cleanliness, safety, and security are maintained.

Budget and Inventory

22. Prepare long-range budget planning for equipment replacement.
23. Initiate purchases and bids in accordance with budgetary limitations and district policies.
24. Maintain current inventory of supplies and parts to avoid ordering delays.
25. Approve and forward invoices for transportation to accounting department.
26. Recommend disposal of obsolete or worn out vehicles and equipment. Recommend purchase of vehicles as necessary.
27. Oversee purchases of repair parts and department supplies.

Student Management

28. Review student behavior reports and communicate with Principal on disciplinary issues.
29. Enforce principal's decision regarding student discipline and suspension of riding privileges for any student who violates rules and regulations.

Personnel

30. Assign bus drivers to routes and find substitutes as needed.
31. Recruit, train, supervise and evaluate all transportation personnel and make sound recommendations about placement, assignment, retention, discipline, and dismissal.
32. Prepare, process, and maintain all documents required to verify safety certification, alcohol and drug testing of bus drivers.
33. Maintain the accuracy of department job descriptions.
34. Evaluate employee job performance to ensure effectiveness.
35. Provide long-range planning for transportation department.
36. Recruit, train, and supervise all bus drivers.
37. Provide bus driver training to all bus drivers, in-service, renewal, and original training.
38. Maintain driver's records, schedule DOT physicals, and renewal appointments.
39. Supervise the work of the bus mechanic, automobile mechanic, vehicle service technician, transportation dispatcher, and other transportation personnel as assigned.
40. Provide in-service training programs for assigned personnel.
41. Investigate and effectively resolve employee conduct problems in the work place.

Safety

42. Ensure that transportation equipment is in excellent operating condition.
43. Help with gathering information in investigations of school bus accidents and student safety violations.
44. Respond to and investigate accidents involving district vehicles.
45. Help organize and conduct training programs to promote a safe work environment.
46. Perform disaster duty as needed (hurricanes, earthquakes, blizzards, etc.)
47. Respond to and investigate complaints regarding district vehicles and student transportation.
48. Responsible for managing all required inspections and reporting functions including, but not limited to, CHP motor carrier inspections, monthly underground storage tank (UST) inspections and government fleet smog check program.

Other

49. Maintain good rapport with parents and community.
50. Attend professional growth activities to keep abreast of innovative techniques in transportation.
51. Maintain confidentiality.
52. Participate in staff development, faculty meetings, and special events as needed.
53. Maintain punctuality in all areas.
54. Maintain a positive attitude.
55. Provide a positive role model for students.
56. All other duties as assigned by the supervisor.

Supervisory Responsibilities:

Supervise and evaluate performance of department personnel.

Working Conditions:**Physical Demands/Environmental Factors:**

Frequent district-wide travel; frequent prolonged and irregular hours; ability to conduct onsite inspection of all vehicle and maintenance operations.

FMLA regulations require all employers to post the [updated FMLA notice](#).

Powered by applicant tracking, a product of Frontline Education.