

Hurst-Euless-Bedford Independent School District

Director of Transportation (2036)

JOB POSTING

Job Details

<i>Title</i>	Director of Transportation
<i>Posting ID</i>	2036
<i>Description</i>	Director of Transportation

DESCRIPTION:

Administer and direct the operations and activities of the transportation departments. Oversee maintenance of all district-owned school buses. Ensure safe and efficient operation of transportation department.

ASSIGNMENT:

248-days maximum assignment

QUALIFICATIONS:

Bachelor's degree or appropriate experience
Texas School Bus Driver Certification
Texas Association for Pupil Transportation Official certification
Ability to pass annual DOT physical examination and random drug testing
Valid Commercial Driver's License with 'P' and 'S' endorsements
Ability to direct and manage operations of a large fleet of vehicles
Knowledge of energy management and vehicle repair and maintenance
Knowledge of bus scheduling principles and practices
Effective communication and teaching skills in dealing with all customers and stakeholders
Computer Skills – Internet, Microsoft Word, Excel, and Outlook
Ability to manage budget and personnel
Ability to coordinate district functions
Ability to implement policy and procedures
Ability to interpret data
Strong organizational, communication, and interpersonal skills
Ability to resolve conflict
Ability to interpret local, state, and federal laws and regulations regarding pupil transportation
Strong work ethic and excellent attendance record
Minimum of five (5) years of supervisory experience in transportation operations, preferably in a public school district
Alternatives to the above, as the District finds appropriate

Major Responsibilities and Duties:

1. Plan, organize, and direct the operations and scheduling of all transportation operations.
2. Develop and enforce administrative policies and regulations for school bus safety and operational processes.
3. Compile and maintain Hurst-Euless-Bedford ISD and Texas State Education Agency Transportation Reports.
4. Develop and prepare the annual preliminary budget for the Transportation Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; estimate costs and approve payments.
5. Develop and advise the Deputy Superintendent of Business Operations on the purchase of supplies, equipment/parts, fuel, and bus/equipment replacement.
6. Establish all regular and special needs bus routes, schedules, and stops while maximizing student loads, safety, scheduling efficiency and maintaining cost effectiveness through the utilization of the VersaTrans software program.

7. Communicate with district personnel, students, parents and outside organizations to coordinate activities, programs, and resolve issues and/or conflicts.
8. Maintain personnel records, verifying that all bus drivers have valid commercial drivers' licenses, required TEA endorsements, certifications and physicals.
9. Supervise and evaluate the performance of assigned staff. Interview and select employees, recommend transfers, reassignment, termination and disciplinary actions.
10. Manage the staff/employee recruiting, hiring, safety, training, assignment and evaluation program.
11. Maintain a department employee handbook and ensure procedures are in order to maintain compliance with all state, federal and local School Board policies.
12. Direct and manage school bus and service fleet maintenance operations.
13. Supervise the department's student management and safety program.
14. Advise the Superintendent and Deputy Superintendent of Business Operations of road/surface conditions in the event of inclement weather.
15. Attend various meetings and conferences to maintain current knowledge of regulations, legal codes and requirements; conduct and facilitate meetings and staff development training.
16. Supervise the investigation of accidents involving school buses or other district vehicles, as needed.
17. Ensure department facility and fleet equipment is properly maintained.
18. Support the educational goals of the district. Contribute to the recommendation, implementation, or improvement of operations and policies within the Transportation Department.
19. Follow all safety rules and safety procedures.
20. Demonstrate behavior that is professional, ethical and responsible.
21. Attend required staff development as assigned by the Deputy Superintendent of Business Operations.
22. Follow all rules, regulations, and policies of the Hurst-Euless-Bedford Independent School District.
23. Utilize a systems approach to continuous improvement.
24. Perform other functions that may be assigned by the Deputy Superintendent of Business Operations.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Ability to handle multiple tasks effectively; ability to maintain emotional control under pressure; prolonged sitting and use of computer; frequent travel of school district bus routes; occasional prolonged and irregular hours.

SALARY:

- The salary will be determined by the 2017-2018 HEB ISD Salary Schedule- Admin/Professional, Paygrade 06. (17-18 Salary Minimum- \$92,603; Midpoint- \$108,866: Maximum- \$124,727)

APPLICATIONS:

- Interested personnel are asked to visit the HEB ISD website to complete an online application for employment in our school district (<https://hebisd.tedk12.com/hire/index.aspx#aJobListings>). Please attach your resume to your application.
- For questions or assistance, please email Cicely Tuttle, Assistant Superintendent of Human Resources, at CicelyTuttle@hebisd.edu.

DEADLINE: January 26, 2018 or Until Filled

<i>Shift Type</i>	Full-Time
<i>Salary Range</i>	Per Year
<i>Location</i>	Auxiliary Services Facility

Applications Accepted

<i>Start Date</i>	12/23/2017
<i>End Date</i>	01/26/2018

Job Contact

Name

Mrs. Cicely Tuttle

Title

Assistant Superintendent of Human Resources

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