

BEAUMONT INDEPENDENT SCHOOL DISTRICT

Job Description



JOB TITLE:	Senior Director of Transportation	CLASSIFICATION:	Exempt
REPORTS TO:	Chief Financial Officer	PAY GRADE:	ADM 7 / 235 Days
LOCATION:	Transportation	DATE REVISED:	1/25/2018

PRIMARY PURPOSE:

Direct and manage district's transportation and vehicle maintenance program. Ensure safe and efficient operation of the transportation department.

QUALIFICATIONS:

Education/Certification:

- Eligible for a Texas commercial driver's license
- Bachelor's Degree or equivalent experience

Special Knowledge/Skills:

- Ability to direct and manage operations of a large fleet of vehicles
- Knowledge of energy management and vehicle repair and maintenance
- Ability to manage budget and personnel
- Ability to conduct on-site inspections of all vehicles repair and maintenance operations
- Ability to interpret and implement policy, procedures, and data
- Strong organizational, communication, and interpersonal skills
- Knowledge of computer function
- Ability to coordinate with district information services

Experience:

- Three years of supervisory experience in transportation operations, preferably with a public school district

MAJOR RESPONSIBILITIES AND DUTIES:

Instructional Management

1. Ensure that the transportation functions are supportive of instructional goals and objectives in the district.

Routes and Schedules

2. Prepare and update bus routes and schedules for all schools in the district and develop plans to meet future transportation needs.
3. Coordinate transportation for extracurricular activities and special programs.
4. Respond to after-hours emergency calls as needed.
5. Notify bus drivers, schools, and public of any changes in bus routes and schedules.

Fleet Maintenance

6. Ensure that transportation equipment is in excellent operating condition.

7. Recommend disposal of obsolete or worn out vehicles and equipment. Recommend the purchase of vehicles and materials as needed.
8. Develop training options and improvement plans to ensure exemplary operation of the transportation department.

Personnel Management

9. Supervise and facilitate the recruitment, training, supervision, and evaluation of all transportation personnel. Make sound recommendations about placement, assignment, discipline, and employment termination.
10. Prepare, process, and maintain all documents required to verify safety certification, and alcohol and drug testing of employees.
11. Prepare, review, and revise departmental job descriptions.
12. Evaluate employee job performance to ensure effectiveness.

Administration and Fiscal/Facilities

13. Implement federal and state law, State Board of Education rule, and Board policy in transportation areas.
14. Compile, maintain, file, and present all reports, records, and other documents required in the transportation area.
15. Enforce safety standards that conform to state, federal, and insurance regulations and develop a program of preventive safety.
16. Prepare data necessary to process transportation payroll.
17. Prepare necessary data for information services.
18. Direct repair of all department vehicles and oversee plans for preventive maintenance.
19. Process vehicle repair requests and prioritize work orders. Contract for services that the shop cannot perform.
20. Monitor fuel deliveries and distribution.
21. Compile budget and cost estimates based on documented program needs.
22. Administer transportation budget and ensure that programs are cost effective. Manage funds wisely.
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. Advise administration about inclement weather conditions that may result in the closing of schools or road hazards.
27. Help with the gathering of information in investigations of school bus accidents and student safety violations.
28. Help organize and conduct training programs to promote a safe work environment.

Student Management

29. Implement district's student discipline policies for transportation and communicate to students expected behavior when using district transportation.
30. Review student behavior reports and conduct conferences with campus administrators, parents, students, and drivers on disciplinary issues.

School/Community Relations

31. Perform duties related to disaster relief as needed (hurricane, floods, blizzards, etc.)
32. Demonstrate awareness of community needs and initiate activities to meet those needs.
33. Maintain a good rapport with parents and the community.

Professional Growth and Development

34. Comply with applicable personnel policies.
35. Attend and make presentations at conferences and school board meetings to discuss innovations and problems in transportation.
36. Attend professional growth activities to keep abreast of innovative techniques in transportation.

Other

37. Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Supervise and evaluate performance of staff assigned to the Transportation Department including assistant director, transportation dispatch, shop foreman, transportation secretary, and other staff under immediate supervision of the position.

WORKING CONDITIONS:

Mental Demands

- Maintain emotional control under stress
- Work with frequent interruptions
- Frequent prolonged or irregular hours of work

Physical Demands

- Light lifting and carrying, reaching above shoulder, use of fingers, repetitive hand motions; frequent bending and stooping
- Prolonged use of computer

Environmental Demands

- Normal office environment
- Ability to conduct onsite inspections of all vehicle repair and maintenance operations
- Frequent district-wide travel

The above statements describe the general purpose and responsibilities assigned to the job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Approved by Immediate Supervisor:	Date:
Reviewed by HR Director:	Date:
Received by Employee:	Date:

The Beaumont Independent School District does not discriminate on the basis of age, color, disability, national origin, race, religion, or sex in the educational programs or activities that it operates and is an equal opportunity employer.