



POSITION DESCRIPTION

POSITION TITLE: DIRECTOR OF BUSINESS AND OPERATIONS, TRANSPORTATION SERVICES

DATE REVISED:	1/22/18	JOB NAME:			
EXEMPT STATUS:	Exempt	NO. OF DAYS:	226	GRADE:	*COMP GRADES
DIVISION:	Operation Services				
DEPARTMENT:	Transportation Services				
REPORTS TO:	Executive Directors of Transportation Services				
SUPERVISES:	Managers	DIRECTLY		INDIRECTLY	
EDUCATION:	Bachelor's Degree				
EXPERIENCE:	Five (5) years' experience in school administration, preferably in a K-12 environment School transportation operations experience preferred				

POSITION FUNCTION/PURPOSE:

Direct and manage the district's school bus routing plan and transportation scheduling of field trips to ensure the safest and most efficient transportation service for the district.

MAJOR RESPONSIBILITIES:

1. Administer the district's school bus routing plan and transportation scheduling for all programs and field trips.
2. Provide cost estimates, projections, and billing for grants and special programs.
3. Plan, prepare and present in-service and board presentations.
4. Oversee the management and maintenance of the district's computerized routing and field trip systems.
5. Assist with managing and developing department budget relative to employee and equipment needs.
6. Compile, maintain, submit and file all state and department reports and other documents as required, including the TEA Route Services Report and Operations Report.
7. Authorize time and attendance for routing, special programs, and field trip managers.
8. Evaluate job performance of employees to ensure effectiveness.
9. Select, train, and supervise staff and make sound recommendations about personnel placement, transfer, retention, and dismissal.
10. Implement the policies established by federal and state laws, State Board of Education rule, and local board policy in the assigned area.
11. Assist with the development, evaluation, and enforcement of transportation policies, procedures, and guidelines.
12. Research and make sound recommendations for software and technology needs for the transportation department.
13. Participate in professional development opportunities.
14. Operate school bus as needed.
15. Serve as Executive Director in his/her absence.
16. Other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive description of all work requirements and responsibilities, and management reserves the right to revise the job description or require that other responsibilities be performed when the job changes. Additionally, the minimum level of education notated as a requirement could be supplemented by commensurate experience and/or certification(s) or license(s) as determined by the hiring manager.

SUPERVISORY RESPONSIBILITIES:

Supervise and evaluate the performance of the routing, special programs, technology, and field trip managers.

QUALIFICATION REQUIREMENTS:

The requirements listed below are representative of the knowledge, skill, and/or ability required of this job:

Education/Certification:

- Bachelor's Degree – Required
- Master's Degree - Preferred
- Certification with Texas Association for Pupil Transportation - Preferred
- Texas School Bus Driver Certification
- Texas Commercial Driver's License class "B" or "A" with "P" and "S" endorsements

Special Knowledge/Skills:

- Ability to manage the district's transportation software programs, including routing and field trips
- Ability to implement policy and procedures
- Ability to interpret data
- Ability to manage budget and personnel
- Ability to provide transformational leadership in a start-up transportation environment
- Ability to operate school bus and manage students
- Exceptional organizational, communication, and interpersonal skills

Experience:

- Five (5) years' experience in school transportation operations, preferably in a K-12 environment
- Three years' experience as a school bus driver

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made if necessary:

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand and walk. The employee must routinely lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and color vision.

WORK ENVIRONMENT:

The environmental characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

The noise level in the work environment is usually moderate. Travel throughout the district is integral to this job.

POSITION DESCRIPTION

Name of incumbent	Signature of incumbent	Date
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Name of Supervisor	Signature of Supervisor	Date
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Name of Executive Director	Signature Executive Director	Date
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