

Job Title: Director of Transportation
Reports to: Assistant Superintendent
Dept./School: Transportation
Wage/Hour Status: Exempt
Pay Grade: Admin-Professional / Level 5 (240 days)
Date Revised: May 2015

Primary Purpose:

Direct and manage district's transportation operations. Ensure safe and efficient operation of transportation department. Oversee maintenance of all district-owned vehicles.

Qualifications:

Education/Certification

- **Bachelor's degree, preferred**
- **Clear and valid Texas commercial driver's license with Passenger (P) and School Bus (S) endorsements**

Special Knowledge/Skills:

- Ability to direct and manage operations of a large fleet of vehicles
- Ability to pass U.S. Department of Transportation alcohol and drug tests and annual physical exam
- Knowledge of energy management and vehicle repair and maintenance
- Ability to conduct on-site inspections of all vehicle repair and maintenance operations
- Ability to manage budget and personnel
- Ability to implement policy and procedures
- Ability to interpret data
- Ability to coordinate district functions
- Ability to use technology to plan, operate, monitor, and evaluate transportation operations
- Strong organizational, communication, and interpersonal skills

Experience:

- Three years supervisory experience in public schools and/or transportation and fleet operations, preferred
- Experience as a bus driver, preferred

Major Responsibilities and Duties:

Transportation and Vehicle Maintenance Operation

1. Manage the delivery of transportation services for students and ensure that they are picked up and arrive safely and on time.
2. Oversee preparation and updating of bus routes and schedules for all schools in district and develop plans to meet future transportation needs.
3. Communicate changes in routes and scheduling to transportation staff, campuses and the public when warranted.
4. Coordinate transportation for extracurricular activities and special programs.

Vehicle Maintenance and Repair

5. Oversee repair of all district-owned vehicles and preventive maintenance. Ensure that vehicle repair requests and work orders are prioritized and processed in a timely manner. Contract for outside services that cannot be performed in shop.
6. Monitor fuel deliveries and distribution.

Policy, Reports, and Laws

7. Implement federal and state law, State Board of Education rule, and board policy.
8. Compile, maintain, file, and present all reports, records, and other documents required. Prepare, process, and maintain all documents required to verify safety certification and alcohol and drug testing of bus drivers.
9. Ensure that employee time records are accurately maintained and data necessary to process transportation payroll is delivered in a timely manner.

Budget and Inventory

10. Develop and administer budget based on documented needs and ensure that operations are cost effective and funds are managed wisely.
11. Maintain current inventory of supplies and parts and initiate purchases in accordance with budgetary limitations and district policies. Approve and forward invoices for transportation to accounting department.
12. Recommend disposal of obsolete or worn out vehicles and equipment. Recommend purchase of vehicles as necessary.

Student Management

13. Implement district's student discipline policies and ensure that expectations about appropriate behavior when using district transportation are communicated to students. Enforce student discipline and suspension of riding privileges for any student who violates rules and regulations.
14. Review student behavior reports and conduct conferences with parents, students and drivers on disciplinary issues.
15. Investigate reported concerns and take appropriate action to resolve issues.

Personnel

16. Assign bus drivers to routes and extracurricular trips and find substitutes as needed.
17. Select, train, supervise, and evaluate staff and make recommendations relative to assignment, retention, discipline, and dismissal.
18. Prepare, process and maintain all documents required to verify safety certification and alcohol and drug testing of bus drivers.
19. Prepare, review, and revise transportation department job descriptions.

Safety

20. Enforce safety standards that conform with state, federal, and insurance regulations and develop a program of preventive safety.
21. Assess road conditions and hazards and advise administration about inclement weather conditions that may result in delayed starts or the closing of schools.

22. Investigate school bus accidents and student safety violations.
23. Maintain safety standards in conformance with federal, state, and insurance regulations.
24. Organize and conduct training programs to promote a safe work environment.
25. Ensure that transportation equipment is in excellent operating condition.

Other

26. Participate in development of the district's disaster plan and be prepared to take an active role in responding to emergencies as needed.
27. Attend and make presentations at conferences and school board meetings regarding transportation issues and innovations.
28. Develop training options and improvement plans to ensure exemplary operation of transportation department.
29. Operate bus as needed.

Supervisory Responsibilities

Supervise, evaluate, and recommend the hiring and firing of shop foreman, dispatcher, parts manger, bus drivers, bus monitors, and transportation secretary.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including computer and peripherals; district vehicle; school bus

Posture: Prolonged sitting; frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking; regular grasping/squeezing, wrist flexion/extension, and reaching; regular driving

Lifting: Regular light lifting and carrying (under 15 pounds)

Environment: Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, vibration; exposure to chemical hazards; work around vehicles and machinery with moving parts; regularly work irregular hours; occasional prolonged hours; frequent districtwide travel; occasional statewide travel

Mental Demands: Maintain emotional control under stress