



DUNCANVILLE ISD

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Job Title: Director of Transportation

Wage/Hour Status: Exempt

Reports to: Assistant Superintendent of Operations

Pay Grade: AM-4

Dept. /School: Transportation

Date Revised: 05-23-2017

Primary Purpose:

Direct and manage the safe and efficient operation of the district's transportation and vehicle maintenance program. Communicate effectively with campus personnel, community members and students. Oversee maintenance of all district-owned vehicles.

Qualifications:

Education/Certification:

- Bachelor's degree
- TASBO certification preferred
- Texas Association for Pupil Transportation
- Transportation Official Certification

Special Knowledge/Skills:

- Ability to direct and manager operations of a large fleet of vehicles
- Knowledge of energy management and vehicle repair and maintenance
- Ability to manage budget and personnel
- Ability to implement policy and procedures
- Ability to interpret data
- Strong organizational, communication, and interpersonal skills

Experience:

- Three years supervisory experience in transportation operations, preferably with public school districts
- Five years' experience as a bus driver

Major Responsibilities and Duties:

Route and Schedule:

- Manage the safe and efficient operations of the transportation department
- Manage bus routes and schedules for all schools in district and develop plan to meet future transportation needs
- Develop and implement a communications plan to effectively communicate with campus personnel and the community members regarding transportation routes, schedules, and other issues



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- Manage a web-based software program to communicate route information on the district web site
- Manage transportation for extracurricular activities and special programs.
- Respond to after-hours emergency calls as needed
- Operate buses as needed
- Ensure notification to bus drivers, schools, and public of any changes in bus routes and schedules

Policy, Reports, and Laws:

- Implement federal and state law, Texas Education Agency rules, and local board policies in transportation area
- Compile, maintain, file, and present all physical and electronic reports, records, and other documents required in transportation area
- Manage District's student discipline policies and communicate to students expected behavior when using district transportation
- Enforce safety standards that conform to state, federal, and insurance regulations and develop a program of preventative safety
- Develop training options and improvement plans to ensure safe and exemplary operation of transportation department.
- Comply with applicable personnel policies
- Prepare data necessary to process transportation payroll

Vehicle Maintenance and Repair:

- Direct repair of all district-owned vehicles and oversee plans for preventive maintenance
- Process vehicle repair request and prioritize work orders. Contract for services that cannot be performed in the shop
- Manage fuel deliveries and distribution

Budget and Inventory:

- Compile budgets and cost estimates based on documented program needs
- Administer transportation budget and ensure that programs are cost-effective and that funds are managed wisely
- Initiate purchase and bids in accordance with budgetary limitations and district policies
- Maintain current inventory of supplies and parts to avoid ordering delays
- Approve and forward invoices for transportation to accounting department
- Recommend disposal of obsolete or worn out vehicles and equipment. Recommend purchase of vehicles as necessary

Student conduct:

- Review student behavior reports in collaboration with campus level administrators as needed. Conduct conferences with parents, students and drivers on disciplinary issues as needed



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- Enforce student discipline in accordance with applicable policies and procedures

Personnel:

- Assign bus drivers to routes and recruit substitutes as needed
- Recruit, train, supervise and evaluate all transportation personnel and make sound recommendations about replacement, assignment, retention, discipline, and dismissal
- Prepare, process, and maintain all documents required to verify safety certifications, alcohol and drug testing of all bus drivers
- Prepare, review, and revise transportation department job descriptions
- Evaluate employee job performance to ensure effectiveness

Safety:

- Ensure that transportation equipment is in safe and excellent operating condition
- Coordinate the district's plan to examine road conditions when inclement weather is possible and make recommendations regarding potential school closures related to road conditions
- Assist with gathering information in investigations of school bus accidents and student safety violations
- Organize and conduct training programs to promote a safe work environment
- Perform disaster duty as needed (hurricanes, earthquakes, blizzards, etc.)

Other:

- Attend and make presentations at conferences and school board meetings to discuss best practices, innovations and problems in transportation
- Attend professional growth activities to keep abreast of innovative techniques and best practices in the field of student transportation
- Maintain good rapport with parents, campus personnel and community leaders

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



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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

To meet the executive exemption test, the primary duty must be management **and the employee must supervise at least two full-time employees.*

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Print Name _____

Employee Signature _____

Date _____