

**Job Title:** Assistant Director of Transportation – Personnel

**Wage/Hour Status:** Exempt, Contractual

**Reports to:** Transportation Director

**Pay Grade:** A 7 – 226 Days

**Dept./School:** Transportation Department

**Date Revised:** April, 2014

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### **Qualifications:**

#### **Education:**

Bachelor's degree required

#### **Special Knowledge/Skills:**

Possess excellent organizational, interpersonal communication skills

Ability to manage budget and personnel

Knowledge of laws relating to operation of school buses

Ability to obtain class B Commercial Drivers License with P and S endorsements, meets all physical requirements for transporting students and maintains TEA Bus Driver Certification

Proficient in using student management software

#### **Experience:**

Four years supervisory experience in pupil transportation

Experience in the use of routing software preferred.

### **Major Responsibilities and Duties:**

Align the major functions of the assignment with district goals such that all students succeed

1. Assist in developing job descriptions for transportation personnel and oversees filling of vacancies.
2. Provides input to develop long range plan for transportation capital and personnel budgetary needs.
3. Assist in preparing annual budget.
4. Achieve cost-effective practices and demonstrates responsible fiscal control over program budget.
5. Maintains transportation records and submit reports when required.
6. Systematically monitors the effectiveness of transportation programs and services.
7. Implement procedures that maintain safety standards in compliance with state and federal laws, and insurance regulations.
8. Ensure that transportation operations are supportive of the instructional goals of the district.
9. Facilitate effective communication with parents, staff, and school personnel.
10. Use skill to resolve conflicts with district administrators, teachers, staff, and parents.
11. Assist with providing training programs for drivers, special education monitors, and all transportation staff.
12. Supervise evaluation of new and experienced drivers.
13. Administrator, trainer, and supervisor of the development and implementation of Transfinder Student Management Software.
14. Participates in investigations of district vehicle accidents and monitor post- accident remediation.
15. Demonstrate support for district's student management policies.
16. Participates in ongoing program to insure drivers are using proper student management skills.
17. Promote use of computerized routing program to efficiently design and implement bus routes and schedules within boundary areas.
18. Assist in communicating routes to drivers and follow-up to insure route accuracy.
19. Manages system to take request for extracurricular trips and to schedule most efficient means.

- 20. Assist in planning attendance zone and transportation routes for new schools.
- 21. Conduct annual employee evaluations and make sound recommendations for employment.
- 22. Strive for professional growth and development through participation in TAPT, TASBO, or other professional organizations.
- 23. Drive a school bus when necessary.
- 24. Perform other duties as assigned.
- 25. Monitors and schedules all drivers (coaches, teachers, regular/special) for certification.
- 26. Responsible for recruiting/organizing scheduling school bus driver/monitor job interviews.

**Working Conditions:**

**Mental Demands/Physical Demands/Environment Factors:**

Maintain emotional control under stress. Frequent district travel. Prolonged and irregular hours.

Bryan ISD is an equal employer. All applicants are considered for all positions without regard to race, color, national origin, religion, sex, martial or veteran status, medical condition, or disability, or any legally protected reason.

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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.

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Approved by

Date

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Reviewed by

Date