

Prosper ISD

Director of Transportation - Transportation (2018-2019) (910)

JOB POSTING

Job Details

<i>Title</i>	Director of Transportation - Transportation (2018-2019)
<i>Posting ID</i>	910
<i>Description</i>	Primary Purpose: Direct and manage district's transportation and vehicle maintenance program. Oversee maintenance of all district-owned vehicles. Ensure safe and efficient operation of transportation department.
	Qualifications:
	Education/Certification: Bachelor's degree
	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 use technology to plan, operate, monitor, and evaluate transportation operations 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:
	Routes and Schedule 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 campuses and the public when warranted. 4. Coordinate transportation for extracurricular activities and special programs.
	Policy, Reports, and Laws 5. Implement federal and state law, State Board of Education rule, and board policy in transportation area. 6. Compile, maintain, file, and present all physical and computerized reports, records, and other documents required in transportation area. 7. Implement district's student discipline policies and communicate to students expected behavior when using district transportation. 8. Enforce safety standards that conform with state, federal, and insurance regulations and develop a program of preventive safety. 9. Develop training options and improvement plans to ensure exemplary operation of transportation department. 10. Comply with applicable personnel policies, and prepare data necessary to process transportation payroll.
	Vehicle Maintenance and Repair 11. Direct repair of all district-owned vehicles and oversee plans for preventive maintenance. 12. Process vehicle repair requests and prioritize work orders. Contract for services that cannot be performed in shop. 13. Monitor fuel deliveries and distribution.

Budget and Inventory

14. Compile budgets and cost estimates based on documented program needs.
15. Administer transportation budget and ensure that programs are cost-effective and that funds are managed wisely.
16. Maintain current inventory of supplies and parts and initiate purchases and bids in accordance with budgetary limitations and district policies. Approve and forward invoices for transportation to Business Department.
17. Recommend disposal of obsolete or worn out vehicles and equipment. Recommend purchase of vehicles as necessary.

Student Management

18. 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.
19. Investigate reported concerns and take appropriate action to resolve issues.

Personnel

20. Assign bus drivers to routes and find substitutes as needed.
21. Select, train, supervise, and evaluate staff and make recommendations relative to assignment, retention, discipline, and dismissal.
22. Prepare, review, and revise transportation department job descriptions.
23. Evaluate employee job performance to ensure effectiveness.

Safety

24. Advise administration about inclement weather conditions that may result in the closing of schools or road hazards.
25. Help with gathering information in investigations of school bus accidents and student safety violations.
26. Help organize and conduct training programs to promote a safe work environment.
27. Ensure that transportation equipment is in excellent operating condition.
28. Participate in development of the district's disaster plan and be prepared to take an active role in responding to emergencies as needed. Perform disaster duty as needed (hurricanes, earthquakes, blizzards, etc.)
29. Assist campus administrators with traffic and pedestrian flow and problems through and around their campuses. Coordinate with local law enforcement agencies for this purpose.
30. Serve as a role model for the District by demonstrating professional, ethical, and responsible behavior, and comply with rules, regulations, and policies of Prosper ISD.

Other

31. Attend and make presentations at conferences and school board meetings regarding transportation issues and innovations. Attend professional growth activities to keep abreast of innovative techniques in transportation.
32. Maintain good rapport with parents and community.
33. Operate bus as needed.
34. Other duties as assigned.

Supervisory Responsibilities:

Supervise and evaluate performance of mechanic, dispatcher, bus drivers, and bus monitors.

Working Conditions:**Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Frequent district and statewide travel; frequent prolonged and irregular hours, ability to conduct on-site inspections of all vehicle repair and maintenance operations. Frequent standing, stooping, bending, kneeling, pushing and pulling. Occasional lifting up to 50 pounds. Prolonged use of computer and repetitive hand motions.

Shift Type

Full-Time

Salary Range

Per Year

Location

Transportation

Applications Accepted

Start Date

04/09/2018