



BURNET

Consolidated ISD

Job Title: Director of Transportation

Exemption Status: Exempt

Reports To: Director of Business and Finance

Job Code #: 2313

Dept./School: Transportation

Date Revised: 11/2017

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:

Clear and valid Texas commercial driver's license with Passenger (P) and School Bus (S) endorsements
High school diploma or GED
First Aid Certificate
TEA School Bus Certification
SAMA Certification
Bachelor's Degree Preferred
Fuel Tank Certification (obtained within 6 months)

Special Knowledge/Skills:

Knowledge of energy management and vehicle repair and maintenance
Knowledge of electronic routing systems
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 related to requirements of position
Ability to complete TEA required bus driver safety certification
Ability to manage budget and personnel
Ability to coordinate district functions
Ability to implement policy and procedures
Ability to interpret data
Excellent organizational, communication, and interpersonal skills

Experience:

Three (3) years supervisory experience in transportation operations, preferably within a public school district setting. Three (3) years experience as a bus driver.

Major Responsibilities and Duties:

1. Ensure safe, timely, and efficient transportation services by directing and managing the District's transportation operations; plan and organize dispatch, training, scheduling, and bus driver assignments; review work progress; direct changes in priorities and schedules as needed.
2. Prepare and update bus routes and schedules for all schools in the district and develop plan to meet future transportation needs.
3. Coordinate transportation for extracurricular activities and special programs.
4. Respond to emergency calls as needed; follow established district, state and federal regulations.
5. Comply with requirements of federal and state law, State Board of Education rule, and District policy.
6. Compile, maintain, file, and present all physical and computerized reports, records, and other documents required in transportation area.
7. Implement the district's student discipline policies and ensure drivers are able to communicate to students expected behavior when using district transportation.



BURNET

Consolidated ISD

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.
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.
14. Compile budgets and cost estimates based on documented program needs.
15. Administer transportation budget and ensure programs are cost-effective and funds are managed wisely.
16. Initiate purchases and bids in accordance with budgetary limitations and district policies.
17. Maintain current inventory of supplies and parts to avoid ordering delays.
18. Approve and forward invoices for transportation to accounting department.
19. Recommend and implement programs for vehicle rotation, disposal, and replacement to ensure optimal fleet operation.
20. Review student behavior reports and conduct conferences with parents, students, and drivers on disciplinary issues.
21. Enforce student discipline and suspension of riding privileges for any student who violates rules and regulations.
22. Assign bus drivers to routes and find substitutes as needed.
23. Recruit, train, supervise and evaluate all transportation personnel and make sound recommendations about placement, assignment, retention, discipline, and dismissal.
24. Prepare, process, and maintain all documents required to verify safety certification and alcohol and drug testing of bus drivers.
25. Prepare, review, and revise transportation department job descriptions.
26. Evaluate employee job performance to ensure effectiveness.
27. Advise administration about inclement weather conditions that may result in the closing of schools or road hazards.
28. Investigate school bus accidents and student safety violations.
29. Organize and conduct training programs to promote a safe work environment.
30. Ensure transportation equipment is in excellent operating condition.
31. Attend and prepare presentations for District and community meetings.
32. Attend professional growth activities to keep abreast of innovative techniques in transportation.
33. Maintain good rapport with District staff, students, parents and community.
34. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

Supervisory Responsibilities:

Supervise and evaluate performance of all transportation staff.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Operate school bus; two-way radio; safety equipment including but not limited to flares, reflective signs, and fire extinguisher. Automotive diagnostic equipment; wheel balancing equipment; tire repairing equipment; small hand tools; power tools; welding torch; torque wrench; jack and lift equipment; computer and peripherals; school bus and district vehicles.

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

Motion: Moderate walking, climbing; frequent grasping/squeezing, wrist flexion/extension, and overhead reaching; moderate driving



BURNET

Consolidated ISD

Lifting: Heavy lifting and carrying (45 pounds and over) on a daily basis

Environment: Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, toxic chemicals and materials, noise, vibration, and electrical hazards; work around machinery with moving parts; may work in tight or enclosed spaces; may work alone; regularly work irregular and prolonged hours

Mental Demands: Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature:

Date: