

Sheldon ISD Job Description

Transportation

Job Title: Assistant Director of Transportation **Exemption Status:** Exempt
Reports to: Director of Support Services **Pay Grade:** 226 days
Dept./School: Transportation **Date Revised:** 5/2018

Primary Purpose:

The Assistant Director of Transportation is responsible for assisting in the management of the district's pupil transportation and vehicle maintenance program with a primary focus on staffing and operations. The Assistant Director will act in the absence of the Director of Support Services.

The Assistant Director of Transportation must act with integrity, support organizational goals, demonstrate the ability to inspire, grow and motivate others, utilize feedback, drive for results and commit to championing the needs of the students, employees and overall District.

Qualifications:

Required:

- Associate degree from an accredited college or university: in lieu of degree 5 yrs.' experience
- Three (3) years previous experience in school transportation administration/management
- Acceptable driving record
- Valid state of Texas Class B (or higher) commercial driver license with passenger and school bus endorsements
- Valid state of Texas school bus driver certification
- Ability to pass a pre-employment Texas School Bus Driver physical exam and pre-employment drug test

Preferred:

- Bachelor's degree from an accredited college or university
- Texas Association for Pupil Transportation (TAPT) Certified Pupil Transportation Official

SPECIAL KNOWLEDGE/SKILLS:

- Strong understanding of the Texas Foundation School Program relating to transportation funding
- Expertise of the training and licensing requirements for transportation department personnel and the ability to organize and oversee the district driver training program
- Extensive knowledge of the federal and state regulations concerning driver qualification as well as the drug and alcohol testing program for commercial drivers
- Strong conflict resolution skills
- Expertise of emergency operations and the ability to manage transportation support functions in emergency response situations
- Strong written and oral communication skills with an emphasis on conducting meetings and making presentations to both internal and external audiences
- Strong time management, prioritization, and decision-making skills
- Strong computer application skills (word processing, spreadsheets, presentations, etc.)

Major Responsibilities and Duties:

Leadership

- Lead, coach, and motivate employees of the Transportation Department
- Promote an organizational climate that fosters positive staff morale
- Assist the Director of Support Services in carrying out the department activities in support of the Sheldon ISD educational mission

Personnel

- Oversee all recruiting, screening, selection, assignment and disciplinary actions of personnel within the Transportation Department
- Coordinate employee appraisal activities of department personnel
- Oversee payroll functions within the department

Training & Professional Development

- Oversee the transportation training program
- Coordinate annual professional development activities for department staff
- Conduct regular department staff meetings
- Provide training and presentations as necessary for Sheldon ISD campuses and departments, as well as, organizations outside of Sheldon ISD

Transportation Operations

- Oversee the Transportation Department operations functions ensuring appropriate scheduling of departmental resources
- Implement and oversee departmental programs that are campus related
- Manage data collection and preparation for TEA Route Services and Operations reports
- Perform activities in support of Sheldon ISD emergency operations (district-wide and/or departmental emergencies)
- Respond to vehicle collisions involving Sheldon ISD school buses and vehicles, as necessary
- Perform all other duties as assigned

Working Conditions:

The usual and customary methods of performing the job's functions require the following physical demands: physical mobility, prolonged sitting, repetitive hand and arm motions, some lifting, carrying, pushing, and/or pulling. Ability to egress from bus and supervise student evacuation from bus in a timely manner during emergency situations. Ability to drive all types of school buses. This position will also require traveling both within the district and state wide.

Mental demands: Maintain emotional control, ability to effectively communicate in both oral and written in English for safety reasons. Must be available to take call for nights and weekends as needed.

Environmental Conditions: Work outside and inside; moderate exposure to extreme temperature (hot and cold) and vehicle fumes.

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.

Approved by _____

Date _____

Reviewed by _____

Date _____