

**BOWIE COUNTY SCHOOLS
TRANSPORTATION DEPARTMENT**

**PO BOX 607
1001 BOSTON AVE.
NEW BOSTON, TEXAS 75570
Phone 903-628-2071 Fax 903-628-2907**

Maintenance Director of Transportation

Job Description

Primary Purpose:

Assist in directing and managing the district's transportation and vehicle maintenance program.

Assist in overseeing maintenance of all county-owned vehicles. Ensure safe and efficient operation of transportation department.

Minimum Qualifications:

Education/Certification:

High School Degree

TAPT Official (active in the Texas Association for Pupil Transportation) preferred

Safe driving record verified by Texas Department of Public Safety (meets and maintains liability coverage eligibility)

Candidate must have satisfactory outcome of fingerprinting background check.

Salary: *Negotiable*

Job Closing: *Until filled*

Required Experience:

Three (3) years' supervisory experience in school transportation (regular, special needs) or commercial operations preferred

Knowledge/Skills:

Knowledge of laws relating to operation of school buses preferred

Possess excellent organizational, interpersonal communication skills

Possess Texas CDL with class A or B designation and all other requirements of school bus driver

Ability to manage personnel

Major Responsibilities and Duties:

(The following statements describe the general purpose and responsibilities assigned and should not be construed as an exhaustive list of all responsibilities, skills, efforts, or working conditions that may be assigned or skills that may be required.)

Transportation and Vehicle Maintenance Operations

The maintenance director fosters organization operations through activities such as the following:

"Transporting Our Students For Education"

*Oversee repair of all county-owned vehicles and preventative maintenance.
Ensure that vehicle repair requests and work orders are prioritized and processed in a timely manner.
Contract for outside services that cannot be performed in shop.
Maintain transportation records and submit reports when requested.
Regularly monitor the effectiveness of transportation programs and services.
Drive a school bus when necessary.
Enforce and maintain safety standards that conform with state, federal, and insurance regulations and **develop a program of preventive maintenance.**
Investigate school bus accidents*