



Friendswood Independent School District

302 Laurel Drive, Friendswood Texas 77546
281-482-1267 www.myfisd.com

Job Title: Asst. Director of Transportation **Wage/Hourly Status:** Non-exempt
Reports To: Transportation Director **Pay Grade:** Admin 1
Dept. /School: Transportation **Work Days:** 226

Primary Purpose:

Assist the Director of Transportation in directing and managing the District's transportation and vehicle maintenance program; oversee maintenance of all District-owned vehicles; ensure safe and efficient operation of the transportation department. Monitor bus driver's ability to operate district vehicles. Ensure safe and orderly transportation of students on assigned route. Teach prospective drivers the guidelines and procedures for driving a regular education route and special education routes. Operate a school bus that transports students and other authorized personnel to and from school or other designated locations when needed. Designate routes to drivers and write routes. Communicate District student management between students, parents, school personnel and community.

Qualifications:

Education/Certification:

- High school diploma or GED
- Texas CDL (B) with passenger endorsement (P) and school bus endorsement (S)
- TEA driver certification
- School Bus Driver Trainer
- Acceptable driving record
- Ability to read, write and understand English

Special Knowledge/Skills:

- Excellent interpersonal skills
- Effective mapping and routing capabilities
- Well-developed written and verbal skills
- Computer literacy, preferably in word processing and spreadsheets
- Knowledge of legal issues regarding interviewing, hiring, performance evaluation, discipline and termination preferred
- Ability to manage budget and personnel
- Strong organizational skills

- Knowledge of State TEA Reports, Federal and State laws, policies, rules and regulations peculiar to the operation of a school bus in the State of Texas and Friendswood ISD
- Effective mapping and routing capabilities (Transfinder preferred)

Requirements Unique to Position

- Pre-employment physical examination
- Annual physical examination
- Pre-employment drug test
- Random drug test
- Pre-employment State and National criminal background check
- Annual driver's license check
- Maintain Texas CDL (B) with passenger endorsement (P) & school bus endorsement (S)

District Expectations:

1. Promote a positive District climate through effective team building, group dynamics, and change strategies.
2. Use positive decision making processes for conflict resolution in normal situations as well as difficult circumstances.
3. Provide clear and accurate information related to program and District responsibilities.
4. Participate in external organizations and/or programs as related to job assignment.
5. Demonstrate a genuine concern and regard for students, parents, co-workers and supervisors. Treat each person, as you would want to be treated under similar circumstances.
6. Model ethical standards for staff, colleagues, and community.
7. Maintain confidentiality of students, parents, colleagues and staff.
8. Maintain high productivity and effectiveness through consistent attendance on the job.

Responsibilities of Position:

1. Optimize vehicle routing and records supporting data/documentation.
2. Perform driver and route audits to manage hours and minimize overtime for employees.
3. Provide transportation services for field trips, interscholastic athletics and other special programs.
4. Respond to after-hours-emergency calls as needed; operate buses and deliver buses to drivers when breakdowns occur.
5. Notify bus drivers, schools, and public of any changes in bus routes and schedules.

6. Assure compliance with departmental procedures, District policies, State laws and other laws, policies, rules and regulations related to transportation of students.
7. Prepare and maintain a variety of records and reports related to transportation activities, staff and operations.
8. Implement District's student discipline policies and communicate to students expected behavior when using District transportation.
9. Supervise the safety programs and their formulation as well as employee driving safety records.
10. Assist in the development of training options and improvement plans to ensure exemplary operation of the transportation department.
11. Comply with applicable personnel policies.
12. Maintain necessary records involving payroll, personnel, material costs, equipment and parts inventory, etc.
13. Supervise and directs a comprehensive program of school vehicle maintenance and repair.
14. Prepares specifications for equipment and supplies, review bids and recommend appropriate purchases.
15. Monitor the purchase of school transportation vehicles, tires, gasoline, oil and automotive parts.
16. Assist in the preparation of the department's budget and monitoring of expenditures.
17. Recommend disposal of obsolete or worn out vehicles and equipment; recommend purchase of vehicles as necessary.
18. Initiate purchases and bids in accordance with budgetary limitations and District policy.
19. Review student behavior reports and conduct conferences with parents, students, and drivers on disciplinary issues.
20. Enforce student discipline and suspension of riding privileges for any student who violates rules and regulations.
21. Recruit, train, supervise and evaluate the performance of assigned staff; participate in interviewing, selecting, and assigning work to personnel.
22. Prepare, process, and maintain all documentation required to verify safety certification, and alcohol and drug testing of bus drivers.
23. Evaluate employee job performances to ensure effectiveness.
24. Advise administration about inclement weather conditions that may result in closing of school or road hazards.
25. Assist 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. Assist with disaster duty as needed (hurricanes, earthquakes, blizzards, etc.).
29. Assist with presentations at conferences and school board meetings to discuss innovations and problems in transportation.
30. Attend professional growth activities to keep abreast of innovative techniques in transportation.

31. Participate as an effective team member who contributes to District, department, and content goals.
32. Demonstrates integrity and ethics.
33. Display proficient levels of technology application.
34. Utilize time wisely for effective management of job responsibilities.
35. Maintain punctuality in daily work times, appointments, and meetings.
36. Meet task completion deadlines established by supervisor.
37. Maintain friendly customer-service-driven interaction with all stakeholders, students, teachers, administrators, and co-workers.
38. Work cooperatively with co-workers and supervisors to ensure that goals of the school/department are met.
39. Maintain a positive and professional tone in all communications (i.e. email, written, and verbal).
40. Perform other duties and accept other responsibilities as assigned.

Working Conditions:

Physical:

Operate any FISD school bus and associated equipment; Strength to move wheelchair-bound students; Strength to lift up to 50 pounds; Daily bending, stooping, and climbing. Daily reaching above shoulders; Daily driving vehicle; Daily climbing of stairs and ramps. Daily walking, standing and sitting; Daily sweeping; Mopping as needed; Daily pulling and pushing; Perform duties in inclement weather.

Environment:

Tobacco free; Drug free ;Alcohol free; Moving vehicles Confined spaces Narrow passageways; Regular education students and special education students; Frequent interruptions requiring effective and positive actions; Walking on paved and unpaved areas; Walking on slippery and uneven surfaces ;Exposure to: temperature extremes, fumes, gases, dirt, dust, cleaning solvents, grease, oil, illnesses, construction, and loud noises.

"I have read this Job Description and realize that these duties are specific to my position at Friendswood Independent School District."

Printed Name

Signature

Date