



<b>Job Title:</b>	Director of Transportation	<b>Wage/Hour Status:</b>	Exempt
<b>Reports To:</b>	Executive Director of Facilities & Maintenance	<b>Pay Grade:</b>	Administrative Pay Scale 8
<b>Dept. /School:</b>	Facilities & Maintenance	<b>Date Revised:</b>	12/14/2022

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**Primary Purpose:**

Direct and manage District's transportation operations. Ensure safe, on time delivery of students. Ensure safe, efficient operation of transportation department. Coordinate, manage, and direct the procurement and inventory procedures for Transportation through the use of the District's business system. Oversee maintenance of all district-owned vehicles.

**Qualifications:**

**Education/Certification:**

Bachelor's degree  
Transportation Director Certification preferred  
Clear and valid Texas commercial driver's license with Passenger (P) and School Bus (S) endorsements

**Special Knowledge/Skills:**

Ability to direct and manage operations of a large fleet of vehicles  
Knowledge of energy management and fleet operations  
Ability to manage budget and personnel  
Ability to interpret policies, procedures, and data to meet district mission  
Strong organizational, communication and interpersonal skills  
Ability to conduct on-site inspections of all vehicle repair and maintenance operations  
Ability to use technology to plan, operate, monitor, and evaluate transportation operations

**Experience:**

5 years supervisory experience in transportation and fleet operations  
Experience as a bus driver preferred

**Major Responsibilities and Duties:**

**Routes and Schedule:**

1. Prepare and update bus routes and schedules for all schools in district and develop plan to meet future transportation needs.
2. Coordinate transportation for extracurricular activities and special programs.
3. Respond to after-hours emergency calls as needed.
4. Notify bus drivers, schools and public of any changes in bus routes and schedules.
5. Manage the delivery of transportation services for students and ensure that they are picked up and arrive safely and on time.
6. Communicate changes in routes and scheduling to campuses and the public when warranted.

### **Policy, Reports, and Laws:**

7. Implement community friendly, easy to understand, transportation bus pick-up/drop-off schedule.
8. Implement training program and make recommendations to district leadership to adjust fleet operations to ensure all federal laws, state laws, State Board of Education rules and local board policies in transportation area are in compliance.
9. Compile, maintain, file and present all physical and computerized reports, records and other documents required in fleet operations to all local, state and federal regulators upon request.
10. Implement district's student discipline policies and communicate to students expected behavior when using district transportation.
11. Enforce safety standards that conform to all district, state, federal and insurance regulations and develop a program of preventive safety for transportation employees.
12. Develop training options and improvement plans to ensure exemplary operation of transportation departments.
13. Comply with applicable personnel policies.
14. Prepare and approve all data necessary to process transportation payroll.
15. Monitor fuel deliveries, distribution and consumption.
16. Develop training program to improve fuel efficiency.
17. Develop training program for staff to support ordering, delivery and billing of fuel.
18. Ensure facilities are maintained and meet all local, state, and federal regulatory guidelines.

### **Budget and Inventory:**

19. Compile budgets and cost estimates based on documented program needs.
20. Administer transportation budgets to ensure programs are cost effective, and that funds are managed appropriately and prudently.
21. Initiate purchases and bids in accordance with budgetary limitations and district policies.
22. Approve and forward invoices for transportation.
23. Recommend disposal of all district obsolete assets. Recommend purchase of vehicles as necessary. Maintain, develop and recommend continuous improvement plan to improve age of fleet and improve district.
24. Maintain current inventory of supplies and parts.

### **Student Management:**

25. Review student behavior reports and conduct conferences with parents, students and drivers on disciplinary issues.
26. In cooperation with school administration, enforce student discipline and suspension of riding privileges for student who violates rules and regulations.
27. Investigate reported concerns and take appropriate action to resolve issues.

### **Personnel:**

28. Monitor assignments of bus drivers and find substitutes as needed.
29. Recruit, train, supervise and evaluate all transportation personnel and make sound recommendations about placement, assignment, retention, discipline and dismissal.
30. Prepare, process and maintain all documents required to verify safety certification and alcohol and drug testing of drivers.
31. Prepare, review and revise transportation department job descriptions annually.
32. Evaluate employee job performance to ensure effectiveness.

**Safety:**

33. Advise administration about inclement weather conditions that may result in the closing of schools or road hazards.
34. Maintain information of investigations concerning school bus accidents, student safety violations, and employee accidents.
35. Organize and conduct training programs to promote a safe work environment.
36. Ensure transportation and warehouse equipment is maintained in excellent and operating condition.
37. Perform disaster duty as needed (inclement weather, etc.).

**Other:**

38. Attend and make presentations at conferences and school board meetings to discuss transportation issues.
39. Attend professional growth activities to keep abreast of innovative techniques in transportation management systems.
40. Maintain good rapport with parents, and community.
41. Work to improve employee/staff relations.
42. Other duties as assigned.
43. Oversee repair of all district-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.
44. Operate bus as needed.

**Supervisory Responsibilities:**

Supervise and evaluate performance of transportation department employees.

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

Maintain emotional control under stress

**Tools/Equipment Used:**

Standard office equipment including computer and peripherals; district vehicle; school bus

**Posture:**

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

**Motion:**

Frequent walking; regular grasping/squeezing, wrist flexion/extension, and reaching; regular driving

**Lifting:**

Regular light lifting and carrying (under 15 pounds)

**Environment:**

Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, vibration; exposure to chemical hazards; work around vehicles and machinery with moving parts; regularly work irregular hours; occasional prolonged hours; frequent districtwide travel; occasional statewide travel

*NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required*