

# Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

**Human Resources**

(409) 916-0107

**Director of Transportation**

Job Description

July 2021

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**Reports to:** Assistant Superintendent of Business and Operations

**Status:** Exempt

**Term:** 226 Days

## **Primary Purpose:**

Ensure safe and efficient operation of transportation department.

## **Qualifications:**

### **Education/Certification:**

Bachelor's degree preferred

### **Special Knowledge/Skills:**

Ability to direct and manage operations of a large fleet of vehicles

Knowledge of energy management and vehicle repair and maintenance

Ability to manage budget and personnel

Ability to coordinate district function

Ability to implement policy and procedures

Ability to interpret data

Strong organizational, communication, and interpersonal skills

### **Experience:**

Three years supervisory experience in transportation operations, preferably with public school districts

Five years experience as a bus driver

## **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.

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

5. Implement federal and state law, State Board of Education rule, and board policy in transportation area.
6. Compile, maintain, file, and present all physical and computerized reports, records, and other documents required in transportation area.
7. Implement district's student discipline policies and communicate to students expected behavior when using district transportation.
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. Prepare data necessary to process transportation payroll.

## **Budget and Inventory**

12. Compile budgets and cost estimates based on documented program needs.
13. Administer transportation budget and ensure that programs are cost-effective and that funds are managed wisely.
14. Initiate purchases and bids in accordance with budgetary limitations and district policies.
15. Maintain current inventory of supplies and parts to avoid ordering delays.
16. Approve and forward invoices for transportation to accounting department.

## **Student Management**

17. Review student behavior reports and conduct conferences with parents, students, and drivers on disciplinary issues.
18. Enforce student discipline and suspension of riding privileges for any student who violates rules and regulations.

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## **Personnel**

19. Assign bus drivers to routes and find substitutes as needed.
20. Recruit, train, supervise and evaluate all transportation personnel and make sound recommendations about placement, assignment, retention, discipline, and dismissal.
21. Prepare, process, and maintain all documents required to verify safety certification and alcohol and drug testing of bus drivers.
22. Prepare, review, and revise transportation department job descriptions.
23. Evaluate employee job performance to ensure effectiveness.

## **Safety**

24. Advise administration about inclement weather conditions that may result in the closing of schools or road hazards.
25. Help 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. Perform disaster duty as needed (hurricanes, earthquakes, blizzards, etc.)

## **Other**

29. Attend and make 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. Maintain good rapport with parents and community.
32. Perform other duties as assigned.

## **Supervisory Responsibilities:**

Supervise and evaluate performance of transportation supervisor, dispatcher, route coordinator, bus drivers, bus monitors, payroll clerk and trainers.

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**Working Conditions:**

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

Frequent districtwide travel; frequent prolonged and irregular hours; ability to conduct on-site inspections of all vehicle repair and maintenance operations.

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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.

Reviewed by \_\_\_\_\_

Date \_\_\_\_\_

Received by \_\_\_\_\_

Date \_\_\_\_\_