

*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Assistant Director of Transportation **Exemption Status/Test:** Exempt/Executive\*

**Reports to:** Director of Transportation **Date Revised:** 3/5/2025

**Dept./School:** Transportation

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## Primary Purpose:

Assist in managing district's transportation operations. Ensure safe and efficient operation of transportation department.

## Qualifications:

### Education/Certification:

Bachelor's degree 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

Ability to pass U.S. Department of Transportation alcohol and drug tests and annual physical exam

Knowledge of energy management and vehicle repair and maintenance

Ability to conduct on-site inspections of all vehicle repair and maintenance operations

Ability to manage budget and personnel

Ability to implement policy and procedures

Ability to interpret data

Ability to use technology to plan, operate, monitor, and evaluate transportation operations

Strong organizational, communication, and interpersonal skills

### Experience:

5 years' experience as a bus driver

## Major Responsibilities and Duties:

### Transportation and Vehicle Maintenance Operations

1. Manage the delivery of transportation services for students and ensure they are picked up and arrive safely and on time.
2. Oversee preparation and updating of bus routes and schedules for all schools in district and develop plans to meet future transportation needs.
3. Communicate changes in routes and scheduling to campuses and the public when warranted.
4. Coordinate transportation for extracurricular activities and special programs.
5. Assign bus drivers to routes and extracurricular trips and find substitutes as needed.

6. Respond to complaints about transportation services and address issues when appropriate. Redirect calls to transportation director as needed.
7. Monitor fuel deliveries and distribution.
8. Oversee repair of all district-owned vehicles and preventive maintenance. Ensure vehicle repair requests and work orders are prioritized and processed in a timely manner. Contract for outside services that cannot be performed in shop.

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

9. Implement federal and state law, State Board of Education rule, and board policy.
10. Compile, maintain, file, and present all reports, records, and other documents required.
11. Prepare, process, and maintain all documents required to verify safety certification and alcohol and drug testing of bus drivers.
12. Ensure employee time records are accurately maintained and data necessary to process transportation payroll is delivered in a timely manner.
13. Follow district safety protocols and emergency procedures.

### **Budget and Inventory**

14. Maintain current inventory of supplies and parts and initiate purchases in accordance with budgetary limitations and district policies. Approve and forward invoices for transportation to accounting department.
15. Recommend disposal of obsolete or worn out vehicles and equipment. Recommend purchase of vehicles as necessary.

### **Student Management**

16. Implement district's student discipline policies and ensure expectations about appropriate behavior when using district transportation are communicated to students. Enforce student discipline and suspension of riding privileges for any student who violates rules and regulations.
17. Investigate reported concerns and take appropriate action to resolve issues.

### **Safety**

18. Enforce safety standards that conform with state, federal, and insurance regulations and develop a program of preventive safety.
19. Assess road conditions and hazards and advise administration about inclement weather conditions that may result in delayed starts or the closing of schools.
20. Investigate school bus accidents and student safety violations.

- 21. Maintain safety standards in conformance with federal, state, and insurance regulations.
- 22. Organize and conduct training programs to promote a safe work environment.
- 23. Ensure transportation equipment is in excellent operating condition.
- 24. Follow district safety protocols and emergency procedures.

**Other**

- 25. Participate in development of the district’s disaster plan and be prepared to take an active role in responding to emergencies as needed.
- 26. Attend and make presentations at conferences and school board meetings regarding transportation issues and innovations.
- 27. Operate bus as needed.

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

**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 (less than 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

**Mental Demands:** Maintain emotional control under stress

*\*To meet the executive exemption test, the primary duty must be management **and** the employee must supervise at least two full-time employees.*

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 \_\_\_\_\_

