



**Job Title:** Assistant Director Transportation

**Exemption Status/Test:** Exempt

**Reports to:** Director of Transportation

**Date Revised:** January 2021

**Dept. /School:** Transportation

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### **Primary Purpose:**

Assist the Director of Transportation in providing legally sound and effective management practices within the Transportation Department. Manage the routing of pupil transportation districtwide. Assign and schedule bus drivers, aides, routes, and vehicles to ensure safe, efficient, and economical transportation services.

### **Qualifications:**

#### **Education/Certification:**

Bachelor's degree or 10 years' experience in the field of transportation operations  
Clear and valid driver's license with CDL certification and P and S endorsements  
TAPT Professionally Certified Pupil Transportation Official (CTPTO), preferred  
Valid Texas School Bus Driver Safety Training Certificate, preferred

#### **Experience:**

Minimum of five (5) years' supervisory experience in a public-school setting or other comparable experience

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

Demonstrate working knowledge of public-school bus transportation operations and procedures  
Possess understanding of federal and state laws as they apply to school bus transportation  
Exhibit highly effective organizational and team building skills

### **Major Responsibilities and Duties**

1. Supervise school bus operations and personnel as assigned.
2. Assist with staff development, in-services meetings, and training of school bus operations employees.
3. Perform personnel functions such as interviewing, hiring, and counseling for the purpose of maintaining adequate staffing, enhancing productivity of personnel, promoting safe school bus operations, and achieving department goals within budget.
4. Supervise, evaluate, and make recommendations relative to the assignment, retention, discipline, and dismissal of employees.
5. Assist in planning of appropriate staff levels supporting optimal bus operations.
6. Keep the Director of Transportation informed of the staffing hiring activity, employment status, and disciplinary actions for operations' employees.
7. Coordinate and ensure adequate transportation services in support of district-wide educational programs with Student Services, Campus Leadership, and other program departments.
8. Develop and implement school bus operations metrics and measurements to assure proper performance of operations' staff including bus drivers, route supervisors and route specialists.
9. Manage the cost-effective use of school district resources including personnel, and fuel, equipment. Implement new cost reduction and asset productivity strategies.
10. Assist with the selection and deployment of software technology application supporting overall operational efficiency and productivity.

11. Provide administrative support at accident scenes working with Risk Management and public authorities.
12. Assist managing student eligibility process.
13. Manage the preparation and timely submittal of state TEA reports. Implement processes and systems for capturing data to ensure accurate funding from the state.
14. Prepare various reports as required by the state, district, or department.
15. Implement federal and state laws, State Board of Education rules, and Board policy.
16. Assist in the planning and deployment of the school bus fleet to support district transportation operations.
17. Serve as a key liaison in maintaining good rapport with students, parents, campuses, and community to optimize services and resolve conflicts.
18. Respond to and resolve difficult/sensitive parent and citizen inquiries and complaints.
19. Respond to after-hours emergency calls as needed.
20. Work with the Administrator of Safety and student Discipline to maintain the effectiveness of bus driver behavior regarding student discipline.
21. Assist director with assignment of bus drivers, bus routes, vehicles, and substitutes for morning and afternoon shifts, field trips, and extra-curricular activities.
22. Monitor workload and departmental cost to ensure the efficiency of operations to include the management of overtime, extended duty, and other operational expenses.
23. Monitor the day-to-day business of the transportation department and advise the Director of Transportation on developments and situations that impact effective department operations.
24. Serve in various leadership capacities as needed or assigned.
25. Promote a positive leadership image that supports the mission of the school district.
26. Perform other duties as assigned.

**Supervisory Responsibilities:**

Supervise and evaluate operations related staff including Operations Supervisor, Programmer Analyst, Operations, Analyst, Lead Dispatcher, Route Supervisors, and other staff as assigned by the Director.

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

**Tools/Equipment Used:** Standard office equipment such as personal computers and peripherals; drive all types of school buses

**Posture:** Prolonged sitting, occasional bending/stooping, pushing, pulling, and twisting

**Motion:** Repetitive hand and arm motions

**Lifting:** Occasional lifting (less than 30 pounds)

**Environment:** Frequent prolonged and irregular hours, rotating early/late shift work; work outside and inside

**Mental Demands:** Work with frequent interruptions; on-call; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.