



**Job Title:** Director of Transportation **Exemption Status/Test:** Exempt  
**Reports to:** Assistant Superintendent Safety & Operations **Date Revised:** May 2021  
**Dept. /School:** Transportation

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**Primary Purpose:**

Direct and manage district's transportation operations. Ensure safe and efficient operation of transportation department. Oversee maintenance of all district-owned vehicles.

**Qualifications:**

**Required:**

**Education/Certification:**

Bachelor's degree or ten years' experience in the field of Transportation or bus management  
Clear and valid driver's license with CDL certification and P and S endorsements

**Preferred:**

Texas Association for Pupil Transportation Certification  
Texas School Bus Driver Safety Training Certificate

**Experience:**

Minimum of three (3) years supervisory experience in transportation operations, general management, and experience in hiring practices in a public school setting

**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. Monitor fuel deliveries, distribution, and payment.
7. 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**

8. Implement federal and state law, State Board of Education rule, and board policy, including student eligibility.
9. Compile, maintain, file, and present all reports, records, and other documents required. Prepare, process, and maintain all documents required to verify safety certification, alcohol, and drug testing of bus drivers.

10. Ensure employee time records are accurately maintained and data necessary to process transportation payroll is delivered in a timely manner.
11. Follow district safety protocols and emergency procedures.

### **Budget and Inventory**

12. Develop and administer budget based on documented needs and ensure operations are cost effective and funds are managed wisely; maintain account of student transportation costs.
13. 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.
14. Recommend disposal of obsolete or worn out vehicles and equipment. Recommend purchase of vehicles as necessary.

### **Student Management**

15. 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 regulation.
16. Investigate reported concerns and take appropriate action to resolve issues.

### **Personnel**

17. Select, train, supervise, and evaluate staff and make recommendations relative to assignment, retention, discipline, and dismissal.
18. Prepare, review, and revise transportation department job descriptions.

### **Safety**

19. Enforce safety standards that conform to state, federal, and insurance regulations and develop a program of preventive safety.
20. Assess road conditions and hazards and advise administration about inclement weather conditions that may result in delayed starts or the closing of schools.
21. Investigate school bus accidents and student safety violations, and ensure documentation.
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. Attend professional growth activities to keep abreast of innovative techniques in transportation.

### **Supervisory Responsibilities:**

Assistant Directors, Office Manager, Safety and Training Manager, Administrator Safety and Student Discipline, Transportation Department

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

**Tools/Equipment Used:** Utilizing tools involved in school bus operation, including equipment and vehicles

**Posture:** Activities involved in operating computers, sitting and bending; tasks require dexterity and balance.

**Motion:** Repetitive hand and arm motions.

**Lifting:** Occasional lifting (less than 15 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 confidentiality

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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.