

BELLVILLE INDEPENDENT SCHOOL DISTRICT

518 S. MATHEWS STREET. BELLVILLE. TX. 77418. (979) 865-3133. WWW.BELLVILLEISD.ORG

JOB DESCRIPTION

Director of Transportation

PRIMARY PURPOSE

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

Reports to: Assistant Superintendent

Wage/Hour Status: Exempt

QUALIFICATIONS

Education/Certification:

Bachelor's degree - Preferred
Clear and valid Texas CDL with Passenger (P) and School Bus (S) endorsements (or obtain within 90 Days)
DPS/TEA –School Bus Certification (or obtain within 90 Days)
TAPT Official – Preferred

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 manage budget and personnel
Ability to coordinate district functions
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
Knowledge of state (TEA) required reports
Knowledge of fuel tank management and TCEQ

Experience:

Preferred - Three years supervisory experience in transportation operations, preferably with public school districts
Preferred - Smart Tag, Smart Routing and Travel Tracker, scheduling and dispatching experience
Preferred - 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 the district and develop plans to meet future transportation needs.
2. Coordinate transportation for extracurricular activities and special programs.
3. Respond to after-hours emergency calls as needed. Operate buses and deliver buses to drivers when breakdowns occur.
4. Notify bus drivers, schools, and the public of any changes in bus routes and schedules.
5. Assign bus drivers to routes and extracurricular trips and find substitutes as needed.

Policy, Reports, and Laws

6. Implement federal and state law, State Board of Education rule, and board policy in transportation areas.
7. Compile, maintain, file, and present all physical and computerized reports, records, and other documents required in the transportation area.
8. Prepare, process, and maintain all documents required to verify safety certification and alcohol and drug testing of bus drivers.
9. Implement district's student discipline policies and communicate to students expected behavior when using district transportation.
10. Enforce safety standards that conform with state, federal, and insurance regulations and develop a program of preventive safety.
11. Develop training options and improvement plans to ensure exemplary operation of the transportation department.
12. Comply with applicable personnel policies.
13. Prepare data necessary to process transportation payroll.

Vehicle Maintenance and Repair

14. Direct repair of all district-owned vehicles and oversee plans for preventive maintenance.

15. Process vehicle repair requests and prioritize work orders.
16. Monitor fuel deliveries and distribution.

Budget and Inventory

17. Compile budgets and cost estimates based on documented program needs.
18. Administer transportation budget and ensure that programs are cost-effective and that funds are managed wisely.
19. Initiate purchases and bids in accordance with budgetary limitations and district policies.
20. Maintain current inventory of supplies and parts to avoid ordering delays.
21. Approve and forward invoices for transportation to the accounting department.
22. Recommend disposal of obsolete or worn out vehicles and equipment. Recommend purchase of vehicles as necessary.

Student Management

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

Personnel

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

Safety

30. Advise administration about inclement weather conditions that may result in the closing of schools or road hazards.
31. Help with gathering information in investigations of school bus accidents and student safety violations.
32. Help organize and conduct training programs to promote a safe work environment.
33. Ensure that transportation equipment is in excellent operating condition.
34. Perform disaster duty as needed (hurricanes, earthquakes, blizzards, etc.)

Other

35. Participate in development of the district's disaster plan and be prepared to take an active role in responding to emergencies as needed.
36. Attend and make presentations at conferences and school board meetings to discuss innovations and problems in transportation.
37. Attend professional growth activities to keep abreast of innovative techniques in transportation.
38. Maintain good rapport with parents and community.
39. Other duties as assigned.

Supervisory Responsibilities:

Supervise and evaluate performance of shop foreman, Supervisor, bus drivers, bus monitors and shop employees.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Frequent district wide travel; frequent prolonged and irregular hours; ability to conduct on-site inspections of all vehicle repair and maintenance operations. Maintain emotional control under stress.

NUMBER OF DAYS WORKED: COMPENSATION SCALE:

226 Days / \$63,280 - \$76,162 Depending on Degree, Certifications and Experience

DATE TO ASSUME DUTIES:

As soon as possible.

APPLICATION PROCESS & TIMELINE:

Apply by completing the application link at www.bellvilleisd.org and sending resume to the Assistant Superintendent, Dennis Jurek at djurek@bellvillebrahmas.org