



HUMBLE INDEPENDENT SCHOOL DISTRICT

Job Description

Assistant Director of Transportation

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Reports to:	Director of Transportation
School/Department:	Transportation
Pay Grade:	Administrative Management Pay Grade 5
Wage/hour status:	Exempt
Created/revised:	June 2014

Primary Purpose:

The Assistant Director of Transportation is responsible for assisting the Director of Transportation with the planning, organizing, directing, and managing the District's transportation and vehicle maintenance operation in addition to assisting each student through safe and efficient transportation in order to take full advantage of the complete range of curriculum and extracurricular activities provided by the District.

Qualifications:

Education/Certification:

- Bachelor's degree in Transportation Management, Business Administration, Public Administration, Education, or closely related field from an accredited college or university recognized by the US Department of Education.
- Texas Association for Pupil Transportation Official Certification, preferred
- Texas Commercial Drivers License with "P" and "S" endorsements, preferred

Special Knowledge/Skills:

- Knowledge of Texas motor vehicle laws, the American Disabilities Act, and Texas Education Agency regulations applicable to a public school transit system
- Knowledge of Federal, State and local laws, regulations, policies and best practices in areas of public sector pupil transportation to include energy management and vehicle repair and maintenance
- Knowledge of public sector purchasing and procurement procedures
- Demonstrated leadership and vision in managing complex departments
- Skill in comprehending and evaluating facts and problems associated with student transit situations; exercising sound judgment; and taking decisive and timely action in accordance with standard operating procedures.
- Skill in conducting investigations and preparing written documentation in response to inquiries and complaints from groups such as parents, district officials and administrators, union representatives, and the general public
- Skill in managing staff, team building, operations, projects, and budgets on a large scale
- Skill in gathering/organizing/analyzing/interpreting data, utilizing various statistical techniques, applying concepts to assist in formulating conclusions and developing recommendations and solutions
- Skill in presenting information in a variety of formats
- Skill in operating MS Office (Word, Excel, Access, Powerpoint)
- Ability to manage multiple complex tasks simultaneously and independently to meet deadlines.
- Ability to communicate effectively, both verbally and written, utilizing tact and diplomacy.



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- Ability to maintain effective working relationships with District staff, outside organizations, elected officials, and the general public.

Experience:

- Minimum three years of administrative experience in pupil transportation management, vehicle maintenance, and employee relations including one years directing a large vehicle fleet operation preferably in a public school setting

Major Responsibilities and Duties:

Planning, Operation and Special Projects

1. Assist Director in executing the daily administration/operations of the District's transportation station to include prioritizing and ensuring transit route and service commitments to and from school, between school, and extra curricular transport activities are met.
2. Provide operational, administrative, and statutory interpretation assistance to the Director, and procedural advice to supervisory staff, District officials and administrators, union representatives, and general public.
3. Receive, research and resolve, in conjunction with junior managers, the department's personnel administration relative to hiring, termination, performance evaluations, complaints/grievances, misconduct allegations and employee training.
4. Conduct or attend meetings associated with transportation personnel or operational/maintenance issues.
5. Perform and monitor on-site accident investigations to obtain necessary information to prepare and file reports required by District and pertinent outside agencies.
6. Interpret, formulate and implement department policies and standard operating directives as approved and directed by the Director of Transportation.
7. Respond to inquiries/complaints received from general public regarding personnel, operational and student management issues.
8. Assist Director in developing and managing implementation/administration of the department's budget.
9. Serve in absence of the Director and other related 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. Operate bus and deliver buses to drivers when breakdowns occur.
4. Notify bus drivers, schools, and public of any changes in bus routes and schedules.

Vehicle Maintenance and Repair

1. Direct repair of all district-owned vehicles and oversee plans for preventive maintenance.
2. Process vehicle repair requests and prioritize work orders. Contract for services that can not be performed in shop as approved by the Director of Transportation.
3. Monitor fuel deliveries and distribution.



Budget and Inventory

1. Compile budgets and cost estimates based on documented program needs.
2. Administer transportation budget with approval by the Director of Transportation and ensure that programs are cost-effective and that funds are managed wisely.
3. Initiate purchases and bids in accordance with budgetary limitations and district policies.
4. Maintain current inventory of supplies and parts to avoid ordering delays.
5. Approve and forward invoices for transportation to the Accounting Department.
6. Recommend disposal of obsolete or worn out vehicles and equipment. Recommend to Director of Transportation purchase of vehicles as necessary.

Student Management

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

Personnel

1. Assign bus drivers to routes and find substitutes as needed.
2. Recruit, train, supervise and evaluate all assigned transportation personnel and make sound recommendations about placement, assignment, retention, discipline, and dismissal with review and approval by the Director of Transportation and the Human Resources Department.
3. Prepare, process, and maintain all documents required to verify safety certification and alcohol and drug testing of bus drivers.
4. Prepare, review, and revise transportation department job descriptions with review and approval by the Director of Transportation and the Human Resources Department.
5. Evaluate employee job performance to ensure effectiveness.

Safety

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

Policy, Reports, and Laws

1. Implement federal and state law, State Board of Education rule, and board policy in transportation area.
2. Compile, maintain, file, and present all physical and computerized reports, records, and other documents, required in transportation area.
3. Implement district's student discipline policies and communicate to students expected behavior when using district transportation.



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4. Enforce safety standards and conform to state, federal, and insurance regulations and develop a program of preventive safety.
5. Develop training options and improvement plans to ensure exemplary operation of transportation department.
6. Comply with applicable personnel policies.
7. Prepare data necessary to process transportation payroll.

Other

1. Demonstrates effective interpersonal skills through communications with parents, community, staff and school board.
2. Participates as a member of the District Emergency Response Team and participates in development of the district's disaster plan to be prepared to take an active role in responding to emergencies as needed
3. Actively participates in professional organizations; takes the initiative to provide leadership in addressing the challenges facing the profession.
4. Responds to after-hours emergencies as needed.
5. Performs such other duties as may be assigned.

Supervisory Responsibilities:

1. Supervises and evaluates performance of professional and support staff assigned.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress

Frequent interruptions

Occasional travel outside of school boundaries

Deadline driven workload

Prolonged use of equipment and computers

Repetitive hand motions

Frequent district-wide travel

Frequent contact with parents, community, and/or other district/campus employees

Work indoors and outdoors to conduct on-site inspections of facilities

Possible exposure to chemicals

Occasional lifting of boxes and equipment up to 25 pounds

Prolonged and irregular hours

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____

Date _____

Reviewed by _____

Date _____