



Houston Independent School District

Job Description

POSITION TITLE: Manager, Transportation Training & Support		CONTRACT LENGTH: 12M
DATE: 04/30/09		DATE OF LAST REVISION: 05/30/2012
JOB CODE: TR0185	PAY GRADE: 27	FLSA EXEMPTION STATUS: E
Job Family – Training		

JOB SUMMARY

Manages a staff that provides training to all terminal staff, accident investigation and analysis for all HISD vehicles, and post-accident retraining to employees. Serves as the operational and student support manager for the terminal. Determines the need for post-accident drug testing, conducts quarterly driver license history checks, provides student discipline training to drivers and conducts specialized training for drivers and students on proper bus riding techniques. Shows videos to campus staff; responds to bus disturbances; maintains driver qualification files; responds to after-hour emergencies; and staffs special events.

MAJOR DUTIES & RESPONSIBILITIES

List most important duties first	
1.	Manages staff and assigns daily duties; conducts observations at motor pools, campuses and on-the-road observation of buses; reviews recent accident data; recommends accident reduction plans; oversees driver qualification file maintenance; approves new-hires for assignment to motor pools and reviews new-hire training records; responds to patron concerns received from administration building and principals; ensures accurate accident data is sent to Risk Management.
2.	Serves as the operational and student support manager for the terminal, ensuring all buses depart the terminal in a safe and timely manner and that all student behavior issues are resolved and outcomes communicated to bus drivers and attendants. Verifies payroll, and manages department budget.
3.	Conducts bi-weekly staff meetings with driver trainers and field safety representatives to review performance. Delegates special assignments.
4.	Researches and develops new training programs for regular and special needs drivers and classroom presentation.
5.	Attends ARDs at campuses for special needs transportation assessment; oversees department budget; and allocates Pro-card transactions.
6.	Performs other job-related duties as assigned.



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EDUCATION

Bachelor's Degree, or

In lieu of a Bachelor's degree, additional equivalent and directly related education and experience, as determined by Human Resources and the hiring manager. Equivalent experience is four or more years in a related field in an exempt-level position, in addition to the minimum experience requirement of 3-5 years.

WORK EXPERIENCE

3 to 5 years

TYPE OF SKILL AND/OR REQUIRED LICENSING/CERTIFICATION

SAP, Microsoft Office

Office equipment (e.g., computer, copier)

LEADERSHIP RESPONSIBILITIES

Manages. Accomplishes the majority of work objectives through the management of direct reports. Provides day-to-day direction to staff; may become directly involved, as required, to meet schedules and resolve problems. Responsible for assigning work, meeting completion dates, interpreting and ensuring application of policies and procedures. Receives assignments in the form of objectives, with goals and the process by which to meet goals. Provides input to hiring, performance and budget.

WORK COMPLEXITY/INDEPENDENT JUDGMENT

Work involves the application of moderately complex procedures and tasks that are quite varied.

Independent judgment is often required to select and apply the most appropriate of available resources.

Ongoing supervision is provided on an "as needed" basis.

BUDGET AUTHORITY

Analyzes and interprets data and figures.

PROBLEM SOLVING

Decisions are made on both routine and non-routine matters with some latitude, but are still subject to approval. Job is occasionally expected to recommend new solutions to problems and improve existing methods or generate new ideas.

IMPACT OF DECISIONS

Decisions have minor, small and possibly incremental impact on the department or facility. Errors are usually discovered in succeeding operations where most of the work is verified or checked and is normally confined to a single department or phase of the organizational activities resulting in brief inconvenience.

COMMUNICATION/INTERACTIONS

Information sharing - gives and receives information such as options, technical direction, instructions and reporting results. Interactions are mostly with customers, own supervisor and coworkers in own and other departments.

CUSTOMER RELATIONSHIPS

Takes routine or required customer actions to meet customer needs. Responds promptly and accurately to customer complaints, inquiries and requests for information and coordinates appropriate follow-up. May handle escalated issues passed on from coworkers or subordinates.

WORKING/ENVIRONMENTAL CONDITIONS

Work involves some exposure to moderate risk of accident and requires following basic safety precautions.

Ability to carry and/or lift less than 15 pounds.