



HUMBLE INDEPENDENT SCHOOL DISTRICT

Job Description

Transportation Fleet Manager

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Reports to:	Director of Transportation
School/Department:	Transportation
Pay Grade:	Administrative Management/AM3
Wage/hour status:	Exempt
Work Days:	226
Created/revised:	February 2025

Primary Purpose:

The Transportation Fleet Manager is responsible for the coordination of operating a safe and efficient vehicle maintenance program for district vehicles by supervising and assigning work to be completed by all shop personnel, making recommendations to the Director of Transportation for bid approvals and providing support documentation for those recommendations and working on other projects as assigned.

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.
 - Degree may be substituted for an equivalent combination of applicable education, training, and experience as approved by HR.
- Possess at least eight-(8) of the ASE Automotive Certifications A1-A8 or Medium/Heavy Duty truck equivalents T1-T6 or S4, S5, S6 or S1-S7 School Bus certification preferred or demonstrate proficiency in these areas (Preferred)
- Possess and maintain a valid Texas Commercial Driver's License (Class B with a P and S endorsement) with an acceptable driving record as determined by the Texas Department of Public Safety (DPS)
- Possess and maintain DPS Texas School Bus Driver Safety Training Certification
- Pass annual DOT physical and drug screen and subject to random drug testing
- Maintain and be current on all other requirements of school bus drivers

Special Knowledge/Skills:

- Thorough knowledge of principles and practices of fleet management and bus automotive mechanics.
- Knowledge of tools, parts, procedures, technical skills, operating principals, and safety rules used in the maintenance and repair of propane and gas powered buses and equipment.
- Knowledge of various Federal, State, and local regulations pertaining to bus and fueling infrastructure, vehicle repair and vehicle maintenance.
- Knowledge of public sector purchasing and procurement procedures
- Skill in diagnosing mechanical problems, identifying mechanical defects, and having correct repairs performed
- Skill in the management of preventive maintenance, inspections, and tire replacement on medium and heavy duty commercial vehicles
- Skill in comprehending and evaluating facts and problems associated with fleet management situations; exercising sound judgment; and taking decisive and timely action in accordance with standard operating procedures.



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- Skill in providing, utilizing, and understanding complex and technical information and explaining vehicle specifications and mechanical situations.
- 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 operating MS Office and Google software to include email
- Ability manage multiple complex tasks simultaneously and independently to meet deadlines.
- Ability to communicate effectively, both verbally and written, utilizing tact and diplomacy.
- Ability to maintain effective working relationships with District staff, outside organizations, elected officials, and the general public.

Experience:

- Minimum three years experience in a vehicle maintenance supervisory/managerial capacity over a large pupil transportation fleet environment; or
- Minimum two years experience as a school bus/heavy duty truck mechanic.

Major Responsibilities and Duties:

Planning, Operation and Special Projects

1. Manage the fleet maintenance staff in the maintenance and repairs of district vehicles.
2. Coordinate shop operations, including standardization of procedures in the shop.
3. Oversee and assign work to be completed by mechanics, parts technician and mechanic helpers and other shop support personnel for the district transportation center.
4. Develop and implement quality control measures for shop operations.
5. Assist with the development, evaluation, and enforcement of transportation policies, procedures and guidelines.
6. Oversee maintenance of accurate, updated preventive maintenance records.
7. Maintain and promote safety in the shop by ensuring established safety procedures and techniques to perform job duties including lifting, climbing, etc. are followed.
8. Make recommendations for bid approvals and provide support documentation for purchase of new buses, shop equipment, repair parts, and fuel.
9. Approve all purchases for shop operations and follow district guidelines governing purchasing procedures.
10. Supervise and evaluate the performance of all shop employees and parts technician.
11. Make sound recommendations relative to personnel placement, transfer, retention and dismissal.
12. Compile, maintain, and file all reports, records and other documents required.
13. Assess needs and make recommendations for training and staff development.
14. Understand and enforce laws and regulations on transportation safety.
15. Operate buses and other vehicles and transport students as needed.

Vehicle Maintenance and Repair

1. Manage 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. Assist Transportation Director with the development and oversight of shop budget.
2. Compile budgets and cost estimates based on documented program needs.
3. Administer transportation shop operations budget with approval by the Director of Transportation and ensure that programs are cost-effective and that funds are managed wisely.
4. Initiate purchases and bids in accordance with budgetary limitations and district policies.
5. Manage and maintain current supplies, parts, and fuel inventories to avoid ordering delays. Maintain the accuracy of those inventories and their support systems.
6. Approve and forward invoices for transportation to the Accounting Department.
7. Recommend disposal of obsolete or worn out vehicles and equipment.

Personnel

1. Assign mechanics and other shop operations personnel 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. Evaluate employee job performance to ensure effectiveness.
4. Ensure fleet maintenance staff receives necessary training on new equipment and procedures.

Safety

5. Help organize and conduct training programs to promote a safe work environment.
6. Ensure that transportation equipment is in excellent operating condition.
7. Ensure shop is in compliance for all licensed or regulated activities such as safety inspections and hazardous waste handling and disposal.
8. 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. Enforce safety standards and conform to state, federal, and insurance regulations and develop a program of preventive safety.
4. Develop training options and improvement plans to ensure exemplary operation of transportation department.
5. Comply with applicable personnel policies.

Other

1. Demonstrate effective interpersonal skills through communications with parents, community, staff and school board.
2. Participate with the District Emergency Response Team in preparation to take an active role in responding to emergencies as needed



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3. Attend meetings and professional development as required or to enhance knowledge, skills, and abilities and remain current on new and emerging technologies and innovations.
4. Attend training on various software/hardware that is being supported by Humble ISD and maintain a working knowledge of the same.
5. Respond to after-hours emergencies as needed.
6. Perform other duties as assigned.

Supervisory Responsibilities:

1. Supervises and evaluates performance of shop operations 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 with 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

Requires performing tasks of sitting, walking and standing, bending, reaching, climbing, and stooping

Occasional lifting/carrying of boxes and equipment up to 25 pounds

Prolonged and irregular hours – flexibility with schedule preferred

Work location assigned requires physical presence in office

Daily attendance and punctuality are essential functions of the job

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 _____