



Job Description Montgomery Independent School District

Job Title: Assistant Director of Transportation

Exemption Status: Exempt

Reports to: Director of Transportation

Date Revised: May 2026

Dept./School: Transportation

Salary: PG 3 Admin/Prof – 221 Days

Primary Purpose:

Assist in managing the district's transportation operations. Ensure safe, efficient, and reliable delivery of services through oversight of daily operations, personnel, routing, fleet utilization, and compliance with all applicable laws and district policies. This position serves as a key operational leader responsible for maintaining continuity of services and supporting the overall performance and accountability of the transportation department

Qualifications:

Education/Certification:

Bachelor's degree (preferred)

Clear and valid Texas commercial driver's license with Passenger (P) and School Bus (S) endorsements

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 conduct on-site inspections of all vehicle repair and maintenance operations

Ability to manage budget and personnel

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

Ability to analyze operational data to improve efficiency and cost effectiveness

Ability to monitor service delivery and proactively address operational gaps

Ability to lead teams and align supervisors to ensure consistency in expectations and execution

Strong decision-making skills in fast-paced, high-pressure environments

Experience:

5 years' experience as a bus driver

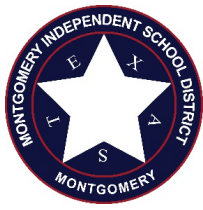
5 years of progressively responsible supervisory or leadership experience, preferably in school transportation or a related field

Demonstrated experience managing employee performance, attendance, and accountability

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. Evaluate routing, scheduling, and resource utilization to identify inefficiencies and implement improvements
7. Support dispatch and routing functions to ensure effective real-time problem solving and communication
8. Respond to complaints and address transportation issues
9. Monitor fuel deliveries and distribution
10. Oversee repair and preventive maintenance of all district-owned vehicles



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Policy, Reports, and Laws

11. Implement federal and state law, State Board of Education rule, and board policy.
12. Maintain required reports, records, and documentation.
13. Ensure compliance with safety certification and testing requirements.
14. Ensure time records are accurate, and payroll is processed timely.
15. Monitor payroll, overtime, and extra duty assignments for accuracy and accountability.
16. Follow district safety protocols and emergency procedures.

Budget and Inventory

17. Maintain inventory of supplies and parts and initiate purchases.
18. Recommend disposal of obsolete equipment.
19. Recommend purchase of vehicles as necessary.

Student Management

20. Implement student discipline policies for transportation
21. Investigate concerns and resolve issues appropriately.

Safety

22. Enforce safety standards and compliance.
23. Assess road conditions and advise on weather decisions.
24. Investigate school accidents and safety violations.
25. Maintain safety standards in conformance with federal, state, and insurance regulations.
26. Organize and conduct safety training programs.
27. Ensure equipment is in safe operating condition.

Personnel Leadership

28. Support and guide supervisors to ensure consistency in expectations and performance.
29. Assist with hiring, training, and evaluation of staff.
30. Address performance and attendance issues in accordance with policy.
31. Promote a professional, respectful, and accountable work environment

Strategic Leadership

32. Assist in long-range planning and continuous improvement initiatives.
33. Analyze operational trends and recommend improvements.

Other

34. Participate in emergency planning and response
35. Attend and present at meetings as needed
36. Operate bus as needed.
37. Perform other duties as assigned



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Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including computer and peripherals; district vehicle; school bus

Posture: Prolonged sitting; frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking; regular grasping/squeezing, wrist flexion/extension, and reaching; regular driving

Lifting: Regular light lifting and carrying (less than 15 pounds)

Environment: Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, vibration; exposure to chemical hazards; work around vehicles and machinery with moving parts; regularly work irregular hours; occasional prolonged hours; frequent districtwide travel; occasional statewide travel

Mental Demands: Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Printed Name _____ ID # _____ Campus _____

Signature _____ Date _____