



JOB DESCRIPTION

JOB TITLE:	Transportation Administrator Transportation Department
REPORTS TO:	Director of Transportation Assistant Director of Transportation
WAGE/HOUR STATUS:	Exempt
PAY GRADE:	ADM 3

PRIMARY PURPOSE:

The Transportation Administrator is responsible for overseeing and leading the activities within the assigned area of the Transportation Department (Regular Education, Special Education, Operations, and Fleet Services).

The Transportation Administrator must act with integrity, support organizational goals, demonstrate the ability to inspire, grow and motivate others and commit to championing the needs of the students, employees and overall District

QUALIFICATIONS:

Required:

- 60+ credit hours from an accredited college or university, or
- 5 years experience in lieu of education
- Class "B" CDL with P & S endorsements
- Current Texas School Bus Driver Certification
- Ability to pass DOT required drug and alcohol screenings
- Ability to pass Texas DPS school bus driver physical annually
- Acceptable driving records in accordance with requirements for Texas school bus drivers
- 5 years of pupil transportation experience or
- 3 years K-12 instructional administrative experience with duties related to transportation
- ASE Master Technician Certification (for administrator with fleet responsibilities)

Preferred:

- TAPT Official Certification
- Bachelor's Degree or higher from an accredited College or University

SPECIAL KNOWLEDGE/SKILLS:

- Ability to lead team members within assigned area of responsibility of the department
- Ability to direct and schedule personnel
- Efficient computer skills: MS Office



- Effective telephone, communication and interpersonal skills
- Ability to receive and give verbal instructions effectively
- Excellent time and project management skills
- Excellent documentation skills
- Strong conflict resolution skills
- Ability to recommend and enforce department and district procedures as related to pupil transportation
- Knowledge and understanding of all phases of student transportation
- Detail oriented
- Ability to read, write and comprehend English

MAJOR RESPONSIBILITIES AND DUTIES:

- Make personnel duty assignments within designated area of departmental responsibility
- Screen, interview, and recommend for hire candidates for vacant positions within designated area of departmental responsibility
- Participate in departmental recruiting and orientation efforts
- Observe, coach, and evaluate assigned personnel
- Provide recommendations for department budget needs within area of department responsibility
- Receive and address customer service concerns within assigned area of departmental responsibility
- Model ethical standards for staff and community
- Maintain positive public relations with department staff, district staff, and community
- Approval authority for requests for time off
- Receive and process First Report of Injury for workplace injuries
- Administer the DOT drug and alcohol testing program
- Respond to school bus collisions as necessary
- Administrator with Fleet Responsibilities
 - Assist Director in developing long-term goals and strategies for effective fleet maintenance, repair, cost-tracking, specifications, purchase, and retirement
 - Directs and evaluates the preventive maintenance activities for district fleet
 - Oversee all vehicle warranty claims and recall notices
 - Oversee required compliance records for all district fleet
 - Responsible for managing the district inventory for fleet, tools, parts, and supplies
 - Evaluate conditions with respect to safety of the building, facility, and grounds and make recommendations for correction as necessary
 - Chair the Transportation Accident Review Committee (TARC)
- Administrator with Regular Education Responsibilities
 - Supervise the Transportation Supervisors with Regular Education Responsibilities
 - Oversee the student management program and coordinate campus support
 - Oversee Regular Education route service and monitor for compliance with laws and best practices
 - Assist with route selection
 - Oversee Summer School route services

Spring Independent School District

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- Coordinate department professional development calendar
- Administrator with Special Education and Operations Responsibilities
 - Supervise the Transportation Supervisors with Special Education Responsibilities
 - Supervise the Transportation Operations staff to include dispatch, routing, and scheduling
 - Responsible for supervising the development and adjustments of all routing, dispatching and scheduling
 - Plan and oversee route selection
 - Coordinate with District summer school coordinator for summer school transportation needs
 - Supervise the scheduling of summer school routes
 - Direct and oversee the collection of data for the TEA Transportation Route Services Report
 - Oversee Special Education route services and monitor for compliance with laws and best practice.
 - Oversee the special needs transportation training program.
- Responsible for the assignment of drivers and equipment.
- Promote a positive district climate through effective team building.
- Perform all other duties as assigned.

WORKING CONDITIONS:

The usual and customary methods of performing the job's functions require the following physical demands: physical mobility, standing, prolonged sitting, some lifting, carrying, pushing, and/or pulling up to 15lbs. This position will also require both traveling within the district and state wide, occasional prolonged and irregular hours. Mental demands: Ability to solve problems and deal with a variety of situations; ability to conduct on-site inspections of all vehicle repair and maintenance operations; ability to interpret a variety of data; ability to apply knowledge of current research and theory, ability to be effective in both oral and written communication; ability to maintain emotional control under stress.

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.

I have received a copy of the Transportation Administrator job description and understand that I am responsible for the duties and expectations contained within.

Signature

Date