Job Title: Assistant Director of Transportation  Exemption Status/Test: Exempt

Reports to: Director Transportation  Date Revised: July 2018

Dept./School: Transportation

Primary Purpose:
Provide assistance to the Director of Transportation to ensure legally sound and effective Transportation Department management practices. Coordinate routing of pupil transportation districtwide. Assign and schedule bus drivers, routes and vehicles to ensure safe, efficient and economical transportation services.

Qualifications:

**Education/Certification:**
- Bachelor's degree required, Master's Degree preferred
- Current commercial drivers' license with passenger (P) and School Bus (S) endorsements or ability to renew, if expired
- T.A.P.T. Transportation Official Certification, preferred

**Experience:**
- Prior experience in school district operations
- Minimum 5 years of human resource and/or recruitment experience, preferred

**Special Knowledge/Skills:**
- Working knowledge of school district operations as well as district policies
- Ability to implement policy and procedures
- Knowledge of selection and training personnel
- Knowledge of general and educational law and hearing procedures
- Excellent public relations, organizational, communication and interpersonal skills

Major Responsibilities and Duties:
1. Ensure that transportation operations are supportive of the instructional goals of the district.
2. Performs personnel functions (e.g. interviewing, evaluating, supervising, counseling, directing, training, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving department objectives within budget.
3. Oversee and coordinate the screening process, interviews and selection of department staff.
4. Prepare, review, and revise transportation department job descriptions.
5. Counsel employees concerning work-related issues.
6. Keep the department director fully informed of the employment status of personnel.
7. Assist supervisory personnel in conducting due-process procedures.
8. Develop and implement procedures to ensure that employees are informed of personnel policies, procedures, and programs that affect them.
9. Provide and supervise staff development as it relates to the safe transportation of all student to include curricular and extracurricular trips.
10. Lead the employee committee tasked with initiatives to improve employee morale and diversity.
11. Supervise and evaluate staff and make recommendations relative to assignment, retention, discipline and dismissal.
12. Ensures transportation management activities are completed efficiently, and within regulatory requirements.
13. Observe all safety rules according to DOT regulations.
14. Prepare various reports as required by the state, district or department.
15. Implement federal and state law, State Board of Education rules and board policy.
16. Manage the delivery of transportation services for students and ensure that they are picked up and arrive safely and on time.
17. Serve as a liaison in maintaining good rapport with students, parents, campuses and community to maximize services and resolve conflicts.
18. Respond to and resolve difficult and sensitive parent and citizen inquiries and complaints.
19. Respond to after-hours emergency calls as needed.
20. View bus videos and provide feedback and assistance to facilitate improvement in student and employee conduct on a school bus.
21. Investigate reported concerns and take appropriate action to resolve issues.
22. Conduct ongoing assessment of drivers’ student management through use of bus video and personal observation.
23. Monitor the effectiveness of bus driver behavior regarding student discipline.
24. Plan, organize and coordinate the work of supervisory and technical personnel.
25. Assist director with assignment of bus drivers, bus routes, vehicles and substitutes for morning and afternoon shifts, assist with driver in-service and extracurricular transportation.
26. Generate state required route descriptions and maintain computerized files and database.
27. Assist with the development of bus routes in accordance with Texas Education Agency guidelines.
28. Dispatch drivers and vehicles and communicate with them using a telephone and two-way radio.
29. Monitor workload and departmental cost to ensure the efficiency of operations to include overtime and other operational expenses.
30. Monitor the day-to-day business of the transportation department.
31. Serve in various leadership capacities, as needed or assigned.
32. Promote a positive image that supports the mission of the school district.
33. Perform other duties as assigned.

**Supervisory Responsibilities:**

Supervise and evaluate, recommend hiring and termination of transportation department employees, as assigned by the Director of Transportation.

**Mental Demands/Physical Demands/Environmental Factors**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals; school bus operation; safety equipment; fire extinguisher, radio communication equipment

**Posture:** Ability to sit for prolonged periods of time; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Continual sitting and reaching; repetitive hand and arm motions

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

**Environment:** Frequent prolonged and irregular hours, rotating early and late shift work; work outside and inside

**Mental Demands:** Work with frequent interruptions; 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 responsible and duties that may be assigned or skills that may be required.