



Job Description – Transportation Manager

Department: Transportation

Reports To: Superintendent

Amount of Travel Required: local

Positions Supervised: Bus Drivers & Dispatcher

FLSA Status: Exempt

Work Days: 225

Pay Grade: 1

POSITION SUMMARY

The Transportation Manager assumes the duties and responsibilities as related to supervising and training personnel, as well as, dispatching, routing, and scheduling buses. Also, manages overall operation of the Transportation Department.

DUTIES AND RESPONSIBILITIES

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- Develops a timely and efficient bus schedule which allows students to be transported to and from school in a manner which supports the districts mission
- Coordinates with District personnel the use of Transportation Department vehicles to transport student to special education functions
- Assesses bus routes and other transportation functions to ensure that maximum safety, service, etc. are being attained, makes adjustments when necessary if maximum potentials are not being reached
- Recommends all Transportation Department employees for hire, transfer and promotion
- Develops training manuals and maintains training records for all Transportation Department drivers and assigns training tasks to experienced workers
- Communicates and promotes high expectations for staff and employee performance in a supportive way and provides proper recognition of excellence and achievement

- Defines job performance expectations of staff, evaluates job performance, conducts conferences and/or improvement plans to ensure the best operation of the Department
- Resolve worker problems or collaborate with employees to assist in problem resolution.
- Review requests, schedules, and notices to determine work sequences, and destinations.
- Ensures that bus drivers are familiar with procedures in dealing with misconduct/conflicts
- Participates in relevant professional growth experiences which expand knowledge of operating the department
- Monitor field work to ensure that it is being performed properly.
- Receives and files current enrollment reports (by geographic area)
- Prepares and submits all reports required by the District Board of Trustees and/or the Texas Education Agency
- Reviews purchase requisitions for the Transportation Department
- Provides the Purchasing Department with bid specifications when attaining new buses
- Prepare, compile, and submit reports on work activities, operations, and work-related accidents.
- Develops procedures for extracurricular trips involving Transportation Department vehicles and personnel
- Coordinates the rental of charter buses and other vehicles used in field trips for District groups
- Ensures that all vehicles in the Transportation Department are adequately maintained by overseeing or scheduling repairs and preventive maintenance of vehicles and other equipment.
- Inspect or test materials, stock, vehicles, equipment, and facilities to ensure that they are safe, free of defects, and consistent with specifications.
- Ensures that data is maintained in relation to gasoline/propane expenditures per vehicle
- Accepts responsibilities for registering, licensing and maintaining a maintenance log for all District vehicles
- Keeps abreast of current specifications required by the State regarding school buses
- Safeguards the transportation inventory and follows appropriate accounting procedures
- Oversees the maintenance of records of students participating in District Transportation process.
- Interpret transportation and tariff regulations, safety regulations, and district policies and procedures for employees.
- Compute and estimate personnel requirements.
- Oversee dispatching of personnel and vehicles in response to telephone or radio reports of emergencies.
- Drive vehicles to complete work assignments or to assist workers when necessary.
- Demonstrates awareness of school/community needs, and initiates activities which address such needs
- Responds in a positive and professional manner to parents who have problems or express concerns
- Performs other duties as assigned

QUALIFICATIONS AND EDUCATIONAL REQUIREMENTS

- Bachelor’s Degree preferred
- Current Texas School Bus Driver Certification
- Commercial Drivers License
- 3-5 years experience in public education preferred

KNOWLEDGE, SKILLS, AND ABILITIES

- Experience in training and management or supervision and knowledge of transportation preferred
- Experience in field of fleet management
- Technology proficient
- Experienced bus driver
- Proven skills in leadership, management and team building
- Excellent written and verbal communication skills

OTHER REQUIREMENTS:

Must have satisfactory outcome of background and fingerprinting check, and drug screening prior to starting employment.

PHYSICAL DEMANDS

Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, climb stairs or ladder, reach, repetitive hand motions, hear, speak, some travel within the District and occasionally outside the district/county, may experience prolonged and irregular work hours, and work with frequent interruptions.

Approval Signature: _____ Date: _____

Employee Signature: _____ Date: _____

The School of Excellence in Education has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the District reserves the right to change this job description and/or assign tasks for the employee to perform, as the District may deem appropriate.