

Manor Independent School District
Director of Transportation (6240)

JOB POSTING

Job Details

<i>Title</i>	Director of Transportation
<i>Posting ID</i>	6240

Primary Purpose:

Coordinate assignments and schedules of bus drivers, routes, and vehicles to ensure safe, efficient, and economical transportation services.

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 pass U.S. Department of Transportation alcohol and drug tests and annual physical exam
- 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
- Knowledge of energy management and vehicle repair and maintenance
- Ability to direct and manage operations of a large fleet of vehicles

Experience:

3 years supervisory experience in transportation and fleet operations

Essential Job Functions:

- Manage the delivery of transportation services for students and ensure that they are picked up and arrive safely and on time.
- Supervise preparation and updating of bus routes and schedules for all schools in district and develop plans to meet future transportation needs.
- Communicate changes in routes and scheduling to campuses and the public when warranted.
- Coordinate transportation for extracurricular activities and special programs.
- Assign bus drivers to routes and extracurricular trips and find substitutes as needed.
- Supervise repair of all district-owned vehicles and preventive maintenance; ensure that vehicle repair requests and work orders are prioritized and processed in a timely manner; contract for outside services that cannot be performed in shop.
- Monitor fuel deliveries and distribution.
- Implement federal and state law, State Board of Education rule, and board policy.
- Compile, maintain, file, and present all reports, records, and other documents required; prepare, process, and maintain all documents required to verify safety certification and alcohol and drug testing of bus drivers.
- Ensure that employee time records are accurately maintained and data necessary to process transportation payroll is delivered in a timely manner.
- Develop and administer budget based on documented needs and ensure that operations are cost effective and funds are managed wisely.
- Maintain current inventory of supplies and parts and initiate purchases in accordance with budgetary limitations and district policies; approve and forward invoices for transportation to accounting department.
- Recommend disposal of obsolete or worn out vehicles and equipment; recommend purchase of vehicles as necessary.

- Implement district's student discipline policies and ensure that expectations about appropriate behavior when using district transportation are communicated to students; enforce student discipline and suspension of riding privileges for any student who violates rules and regulations.
- Investigate reported concerns and take appropriate action to resolve issues.
- Select, train, supervise, and evaluate staff and make recommendations relative to assignment, retention, discipline, and dismissal; prepare, review, and revise transportation department job descriptions; report to work in a timely manner according to assigned schedule.
- Perform other duties as assigned by the supervisor or other administrator that are consistent with the general requirements and qualifications for the position.
- Supervise the implementation and upkeep of the electronic bus pass and location tracking system.
- Maintain professional interactions with staff, parents, community and visitors.
- Demonstrate the ability to remain calm and withstand pressures.
- Demonstrate flexibility to change in routine and adapt quickly to changing situations.
- Demonstrates respect, courteous to peers and visitors and assist fellow workers willingly.

Supervisory Responsibilities:

Bus Drivers, Bus Monitors, Dispatcher, Router, Supervisors and other Transportation Staff

Equipment Used:

Radio communication equipment, personal computer, transportation safety equipment, and intercom & radio system

Working Conditions:

The working conditions described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Mental Demands:

Maintain emotional control under stress
Work with frequent interruptions

Physical Demands:

Lifting (45 pounds and over)
Carrying (45 pounds and over)
Sitting
Standing
Bending/Stooping
Kneeling
Pushing/Pulling
Repetitive hand motions
Keyboarding/mouse
Speaking clearly
Hearing

Environmental Factors:

Work inside/outside
Work around machinery with moving parts
Exposure to electrical hazards
Exposure to temperature extremes
Exposure to humidity extremes
Exposure to biological hazards
Exposure to chemical hazards

Work on slippery surfaces
Work prolonged or irregular hours

Shift Type

Full-Time

Salary Range

\$80,324.00 - 111,989.00 / 226 days / Per Year

Location

Transportation

Applications Accepted

Start Date

12/18/2023

Job Contact

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Title

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