

**Job Title:** Director Transportation

**Wage/Hour Status:** Daily, Exempt

**Reports to:** Deputy Superintendent  
Operations & Administration

**Pay Grade:** 108

**Dept./School:** Transportation

**Date Revised:** February 1, 2021

**Primary Purpose**

Direct and manage District's transportation and vehicle maintenance program. Oversee maintenance of District-owned vehicles. Ensure safe and efficient operation of Transportation Department.

**Qualifications**

**Education/Certification**

Bachelor's Degree

**Special Knowledge/Skills**

- Ability to direct and manage operations of a large fleet of vehicles
- Knowledge of energy management and vehicle repair and maintenance
- Ability to manage budget and personnel
- Ability to interpret policies, procedures, and data
- Strong organization, communication, and interpersonal skills

**Experience**

Five (5) years' experience in transportation management

Three (3) years supervisory experience

**Major Responsibilities and Duties**

**Routes and Schedule**

1. Prepare and update bus routes and schedules for schools in district and develop plan to meet future transportation needs.
2. Coordinate transportation for extracurricular activities and special programs.
3. Respond to after-hours emergency calls, as needed.
4. Notify bus drivers, schools and public of any changes in bus routes and schedules.

**Policy, Reports, and Laws**

5. Implement federal and state law, State Board of Education rule, and board policy in transportation area.
6. Compile, maintain, file, and present reports, records, and other documents required.
7. Implement district's student discipline policies and communicate to students expected behavior when using district transportation.
8. Enforce safety standards that conform to state, federal and insurance regulations and develop a program of preventive safety.
9. Develop training options and improvement plans to ensure exemplary operation of transportation department.

**Vehicle Maintenance and Repair**

10. Direct repairs of district-owned vehicles and oversee plans for preventive maintenance.
11. Process vehicle repair requests and prioritize work orders. Contract for services that shop is not able to perform.
12. Monitor fuel deliveries and distribution.

**Budget and Inventory**

13. Compile budgets and cost estimates based on documented program needs.

14. Administer transportation budget; ensure that programs are cost effective and that funds are managed properly.
15. Initiate purchases and bids in accordance with budgetary limitations and district policies.
16. Maintain current inventory of supplies and parts to avoid ordering delays.
17. Approve and forward invoices for transportation to accounting department.
18. Recommend disposal of obsolete or worn-out vehicles and equipment. Recommend purchase of vehicles as necessary.
19. Coordinate insurance coverage on all vehicles.

**Student Management**

20. Review student behavior reports and conduct conferences with parents, students, and drivers on disciplinary issues.
21. Enforce student discipline and suspension of riding privileges for any student who violates rules and regulations.

**Personnel**

22. Assign bus drivers to routes and maintain a substitute driver pool as needed.
23. Recruit, train, supervise and evaluate transportation personnel and make sound recommendations about placement, assignment, retention, discipline, and dismissal.
24. Prepare, process, and maintain documents required to verify safety certification, alcohol, and drug testing of bus drivers.

**Community and Community Relations**

25. Attend and give presentations at conferences and school board meetings to discuss innovations and concerns in transportation.
26. Maintain good rapport with parents and community.

**Safety**

27. Advise administration about inclement weather conditions that may result in the closing of schools or road hazards.
28. Assist with gathering information in investigations of school bus accidents and student safety violations.
29. Help organize and conduct training programs to promote a safe work environment.
30. Ensure that transportation equipment is in excellent operating condition.
31. Perform disaster duty as needed (hurricanes, earthquakes, blizzards, etc.)

**Other**

32. Attend professional development trainings to keep abreast of innovative techniques in transportation.
33. Perform other duties as assigned by supervisor.

**Supervisory Responsibilities**

Supervise assigned personnel

**Physical and Mental Job Requirements**

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

Maintain emotional control under stress; frequent prolonged and irregular hours; frequent districtwide travel; work indoor and outdoor to conduct on-site inspections of all vehicle repair and maintenance operations.

**Terms of Employment**

226 days; salary to be established by the Board of Trustees

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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.

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me a copy.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.