

JOB DESCRIPTION

Job Title Assistant Director Transportation
Reports to Director of Transportation
Dept/School Transportation

Job Title Code 126580
Wage/Hour Status Exempt
Pay Grade 106
Date Revised March 21, 2025

Primary Purpose

Assist with planning and implementation to support the District's student transportation program. Ensure safe and efficient operation.

Education/Certification

- Bachelor's Degree from an accredited university or Associates Degree in Automotive Technology

Special Knowledge/Skills

- Ability to pass U.S. Department of Transportation alcohol and drug screening, and annual physical exam
- Ability to use personal computer and applicable software
- Knowledge of vehicle repair and maintenance
- Ability to interpret policies, procedures, and data
- Strong organization, communication, and interpersonal skills

Experience

- Five (5) years' experience in transportation
- Three (3) years' experience in vehicle maintenance and repair
- Five (5) years' supervisory experience

Major Responsibilities and Duties

Pupil Transportation Administrator

1. Assist with maintenance of computerized routing system for all bus routes.
2. Help identify hazardous areas for student travel.
3. Determine student eligibility for transportation.
4. Coordinate transportation for extracurricular activities and special programs.
5. Notify Transportation personnel, school, and public of any changes in bus routes and schedules.
6. Oversee staff that track and assign extra trips to drivers to assure that trips are assigned equitably.
7. Coordinate all special programs to include McKinney Vento.
8. Establish training programs for the transportation coordinators and transportation supervisory staff.

Auto Shop Administrator

9. Coordinate auto shop operations.
10. Manage the fleet management system.
11. Establish training programs for the technicians and shop personnel.
12. Implement work standards for jobs and evaluate the performance of technicians.
13. Conduct annual or as needed inventories of equipment, fuel consumption and supplies.
14. Ensure the upkeep and appearance of shop and parking areas.
15. Prepare and update vehicle replacement plan annually.

Policy, Reports, and Laws

16. Implement federal and state law, State Board of Education rule, and board policy in Transportation area.
17. Assist to compile, maintain, file, and present reports, records, and other documents required for annual state reports.

JOB DESCRIPTION

18. Assist with payroll time collection system to coordinate interface with Payroll Department.
19. Review the overtime expenditures by site within Transportation and develop procedures to reduce overtime.
20. Develop training options and improvement plans to ensure exemplary operation of the transportation department.
21. Ensure department complies with TCEQ requirement regarding fuel inventory and maintain necessary documents and reports.

Personnel Management

22. Supervise and monitor the payroll activity on TEAMS.
23. Process payroll for Transportation and Auto Shop.
24. Assist in the hiring process for the Transportation Department positions.

Communication and Community Relations

25. Serve as a liaison to community, campus, and District programs.

Other

26. Attend professional growth activities to keep abreast of innovative techniques in Transportation.
27. Assist with Transportation functions as needed.
28. Investigate and report all accidents.
29. Respond to after-hours emergencies as needed.
30. 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 the vehicle repair and maintenance operations.

Terms of Employment

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

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 with a copy.

Employee: _____
 Date: _____



JOB DESCRIPTION

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, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator 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, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.