



Longview Independent School District

JOB DESCRIPTION DIRECTOR OF TRANSPORTATION

JOB TITLE:	Director of Transportation	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Assistant Superintendent, Business and Finance	TERMS:	226 Days
DEPARTMENT:	Transportation	PAY GRADE:	Administrative 5

PRIMARY PURPOSE:

To direct and manage the transportation and vehicle maintenance program of all district-owned vehicles; responsible for the safe and efficient operation of the transportation department

QUALIFICATIONS:

Minimum Education/Certification:

Bachelor's degree from an accredited college and university, preferred

Special Knowledge and Skills:

- Knowledge of scheduling/ bus routing
- Ability to manage personnel
- Strong organizational, communication and interpersonal skills

Minimum Experience:

Three years experience in transportation

Experience as a bus driver

Such alternatives to the above qualifications as the board may find appropriate

MAJOR RESPONSIBILITIES AND DUTIES:

1. Ensure that transportation operations are supportive of the instructional goals of the district
2. Contribute to the recommendation of sound policies directed toward program improvement; develop training options and/or improvement plans to ensure the best operation in the area of transportation
3. Evaluate job performance of employees to ensure effectiveness



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

4. Make sound recommendations relative to personnel placement, transfer, retention and dismissal
5. Direct and manage the district's transportation and vehicle maintenance programs
6. Ensure that programs are cost effective and funds are managed prudently
7. Compile budgets and cost estimates based upon documented program needs
8. Implement the policies established by federal and state law, State Board of Education rule and the local board policy in the area of transportation
9. Assume responsibility for compiling, maintaining and filing all reports, records and other documents required
10. Maintain safety standards that conform to state, federal and insurance regulations and develop a program of preventive safety
11. Direct the maintenance and supervise the completion of major repairs of all district-owned vehicles and implement plans for preventive measures
12. Demonstrate support for the district's student management policies for expected student behavior related to transportation programs
13. Comply with district policies, as well as state and federal laws and regulations
14. Adhere to the district's safety policies and procedures
15. Maintain confidentiality in the conduct of district business
16. Attend and complete required training program to maintain CDL safety certification
17. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
18. Demonstrate regular and prompt attendance
19. Perform other duties as may be assigned by the executive director



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SUPERVISORY RESPONSIBILITIES:

Designated auxiliary employees as required

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus; must be able to lift 25 to 50 pounds; ability to conduct on-site inspections of all vehicle repair and maintenance operations.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the board's policy of evaluation of administrative personnel.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: Feb., 2017