



# *San Benito Consolidated Independent School District*

## **Human Resource Office**

240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

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|----------------------|----------------------------------------------|--------------------------|------------|
| <b>Job Title:</b>    | Director of Transportation                   | <b>Exemption Status:</b> | Exempt     |
| <b>Reports to:</b>   | Asst. Superintendent of Finance & Operations | <b>Pay Grade:</b>        | 06         |
| <b>Works with:</b>   | District Personnel                           | <b>Days:</b>             | 226        |
| <b>Dept./School:</b> | Transportation Dept.                         | <b>Date Revised</b>      | 10/18/2019 |

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### **Primary Purpose:**

Direct and manage district's transportation operations. Ensure safe and efficient operation of transportation department.

### **Prerequisites:**

- Bachelor's degree; and
- Clear and valid Texas commercial driver's license (CDL) with Passenger (P) and School Bus (S) endorsements.

### **Special Knowledge/Skills:**

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

### **Major Responsibilities and Duties:**

1. Manage the delivery of transportation services for students and ensure that they are picked up and arrive safely and on time.
2. Oversee preparation and updating of bus routes and schedules for all schools in district and develop plans to meet future transportation needs.
3. Communicate changes in routes and scheduling to campuses and the public when warranted.
4. Coordinate transportation for extracurricular activities and special programs.
5. Assign bus drivers to routes and extracurricular trips and find substitutes as needed.
6. Oversee 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.
7. Monitor fuel deliveries and distribution.
8. Implement federal and state law, State Board of Education rule, and board policy.

9. 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.
10. Ensure that employee time records are accurately maintained and data necessary to process transportation payroll is delivered in a timely manner.
11. Develop and administer budget based on documented needs and ensure that operations are cost effective and funds are managed wisely.
12. 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.
13. Recommend disposal of obsolete or worn out vehicles and equipment. Recommend purchase of vehicles as necessary.
14. 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.
15. Investigate reported concerns and take appropriate action to resolve issues.
16. Select, train, supervise, and evaluate staff and make recommendations relative to assignment, retention, discipline, and dismissal.
17. Prepare, review, and revise transportation department job descriptions.
18. Enforce safety standards that conform with state, federal, and insurance regulations and develop a program of preventive safety.
19. Conduct annual training on Standard Operating Procedures and required professional development to all staff.
20. Assess road conditions and hazards and advise administration about inclement weather conditions that may result in delayed starts or the closing of schools.
21. Investigate school bus accidents and student safety violations.
22. Maintain safety standards in conformance with federal, state, and insurance regulations.
23. Organize and conduct training programs to promote a safe work environment.
24. Ensure that transportation equipment is in excellent operating condition.
25. Participate in development of the district's disaster plan and be prepared to take an active role in responding to emergencies as needed.
26. Attend and make presentations at conferences and school board meetings regarding transportation issues and innovations.
27. Maintain, create, and or update Standard Operating Procedures Manual for the transportation department.
28. Other duties as assigned.

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

**Tools/Equipment Used:** Standard office equipment including computer and peripherals; district vehicle; school bus

**Posture:** Prolonged sitting; frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Frequent walking; regular grasping/squeezing, wrist flexion/extension, and reaching; regular driving

**Lifting:** Regular light lifting and carrying (under 15 pounds)

**Environment:** Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, vibration; exposure to chemical hazards; work around vehicles and machinery with moving parts; regularly work irregular hours; occasional prolonged hours; frequent districtwide travel; occasional statewide travel

**Mental Demands:** Maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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

Date \_\_\_\_\_

Administrator Signature: Nate Carver, Ed D

Date 10-21-19