



HIGHLAND PARK ISD

Office of Human Resources

Job Title: Transportation and Facilities Coordinator

Exemption Status/Test: Exempt/Executive*

Reports to: Director of Facility Services

Pay Grade/Days: Professional 4 (235 Days)

Dept./School: Business Services

Date Revised: February 2025

PRIMARY PURPOSE:

Oversee and manage district transportation operations, facility rentals, and energy management programs to ensure efficiency, safety, and optimal resource utilization. Direct transportation services, ensuring safe and reliable operations, and overseeing the maintenance of all district-owned vehicles. Develop and implement energy management strategies to optimize efficiency while maintaining comfort and safety for students and staff.

QUALIFICATIONS:

Education/Certification:

Bachelor's degree

Clear and valid Texas commercial driver's license with Passenger (P) and School Bus (S) endorsements

Knowledge/Skills/Abilities:

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

Experience:

3 years supervisory experience in transportation and fleet operations

3 years experience as a bus driver

MAJOR RESPONSIBILITIES AND DUTIES:

Transportation and Vehicle Maintenance Operations

1. Manage the delivery of transportation services for students and ensure they are picked up and arrive safely and on time.
2. Oversee preparation and updating of bus routes and schedules for all schools in the 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.



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5. Assign bus drivers to routes and extracurricular trips and find substitutes as needed.
6. Monitor fuel deliveries and distribution.
7. Oversee repair of all district-owned vehicles and preventive maintenance. Ensure vehicle repair requests and work orders are prioritized and processed in a timely manner. Contract for outside services that cannot be performed in shops.

Policy, Reports, Safety, and Laws

8. Implement federal and state law, State Board of Education rule, and board policy.
9. Prepare, process, and maintain all documents required to verify safety certification and alcohol and drug testing of bus drivers.
10. Ensure employee time records are accurately maintained and data necessary to process transportation payroll is delivered in a timely manner.
11. Verify and monitor drivers' for valid Texas commercial driver's license with Passenger (P) and School Bus (S) endorsements.
12. Follow district safety protocols and emergency procedures.
13. Investigate school bus accidents and student safety violations.
14. Organize and conduct training programs to promote a safe work environment.

Budget and Inventory

15. Develop and administer a budget based on documented needs and ensure operations are cost effective and funds are managed wisely.
16. 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 the accounting department.
17. Recommend disposal of obsolete or worn out vehicles and equipment. Recommend purchase of vehicles as necessary.

Student Management

18. Implement district's student discipline policies and ensure 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.
19. Investigate reported concerns and take appropriate action to resolve issues.

Facilities Management and Administration

20. Manage all scheduling of after-hours events and maintain the district events calendar.
21. Coordinate facility operations for reservations including lighting, audio visual equipment, door access, and heating, ventilation, and air conditioning (HVAC); make last minute changes as needed.
22. Coordinate use of facilities from outside groups including obtaining required documentation and onsite inspection and providing assistance as needed.
23. Determine need for security and custodial staff for each event and coordinate with appropriate departments.
24. Attend after-hours and weekend events and oversee facilities use throughout the district. Assist and provide support and technical supervision to all students, staff, contractors, and lessees.
25. May be required to be on call after hours and on weekends.



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Energy Management

26. Analyze energy usage and conduct needs assessment for improvement of energy management procedures, equipment, and systems. Make recommendations for changes based on findings.
27. Negotiate rates with local and regional utilities.
28. Develop and implement control strategies in building automation software to increase energy efficiency of the HVAC and lighting systems.
29. Work cooperatively with building principals and facilities directors to support use of school facilities for extracurricular activities in a manner consistent with energy management guidelines.
30. Oversee the installation, repair, and modification of energy management equipment in district facilities. Recommend the disposal and replacement of obsolete equipment when needed.
31. Develop and implement the district's recycling and hazardous waste program.
32. Make presentations on resource conservation to students, faculty, and civic groups and coordinate energy conservation activities with community groups.

Personnel

33. Select, train, supervise, and evaluate staff and make recommendations relative to assignment, retention, discipline, and dismissal.
34. Prepare, review, and revise transportation department job descriptions.

Other

35. Participate in development of the district's disaster plan and be prepared to take an active role in responding to emergencies as needed.
36. Attend and make presentations at conferences and school board meetings regarding transportation issues and innovations.
37. Operate buses as needed.

Supervisory Responsibilities:

Supervise, evaluate, and recommend the hiring and firing of shop foreman, dispatcher, parts manager, bus drivers, bus monitors, and administrative assistant.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; occasional Districtwide and statewide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress



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The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

Employee Name (printed): _____

Employee Signature: _____ Date: _____