Killeen Independent School District
Job Description

Job Title: Director for Transportation Services
Reports To: Chief Financial Officer
FLSA Status: Exempt

SUMMARY
Directs and coordinates all operational activities of school and district transportation by performing assigned duties personally or through others.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Develops and administers a transportation program to meet all the requirements of the daily instructional program and curricular and extracurricular activities.

Conforms with all state laws and regulations regarding school transportation.

Coordinates with appropriate agencies in the district to ensure safe, timely, and efficient transportation operations.

Acts as district liaison with parents for resolution of transportation complaints and special requests.

Maintains all district-owned vehicular equipment and develops plans for preventive maintenance.

Maintains safety standards in conformance with state and insurance regulations and develops a program of preventive safety.

Develops and implements a training program for drivers and monitors.

Assists in the development and implementation of student safety education programs.

Completes and dispatches accident reports involving district vehicular assets.

Prepares and administers the transportation budget; authorizes purchases in accordance with budgetary limitations and district policies.

Prepares specifications for the purchase of district vehicular equipment.

Participates actively in resolving discipline problems occurring on school buses.

Attends student ARD meetings, as required.

Assists in the planning process for school beginning and ending schedules.

Assists in the planning of district boundaries and attendance areas, as requested.

Makes recommendations to district agencies as to the locations for new schools and Special Needs programs to maximize transportation support.
Develops recommendations for future transportation needs (equipment and personnel) based on an annual survey of resident students; supervises implementation of approved pupil transportation plans.

Performs annual hazardous area evaluations to determine student eligibility for transportation services.

Validates travel distances to determine eligibility for transportation services.

Maintains back up data and submits all transportation related reports required by state authorities.

Advises Superintendent on road hazards for decision on school closing during inclement weather.

Establishes and ensures appropriate staffing levels within district personnel authorizations.

Accomplishes employee performance evaluations and documentation.

Develops and implements awards and recognition program for all personnel.

Develops and implements disciplinary program for all personnel.

Attends conferences and meetings (both within and outside the district) to enhance professional development and growth.

Performs other duties as assigned.

SUPervisory RESPONSIBILITIES
Manages all personnel in the Transportation Department. Is responsible for the overall direction, coordination, and evaluation of this department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring recommendations, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE
Master's degree, preferred, Bachelor's degree in Business, Management, Education, or equivalent and five years of related experience, required.

CERTIFICATES, LICENSE, AND REGISTRATIONS
Must be able to obtain Class B, commercial driver's license (CDL) with air brakes and passenger endorsement. Texas Association for Pupil Transportation (TAPT) certification, preferred.

LANGUAGE SKILLS
Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to board of trustees, administrators, staff, teachers, parents, students and the general public.
MATHEMATICAL SKILLS
Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form; written or oral form; or schedule form. Ability to solve practical problems and deal with a variety of abstract and concrete variables in situations where only limited standardization exists and in a fast paced, high-pressure environment. Advise and direct operations based on evaluation of variables presented and interpretation of applicable instructions.

PHYSICAL DEMANDS
While performing the duties of this job, the employee is frequently required to stand, kneel, squat, bend, stoop, push, pull, and twist. The employee is frequently required to walk, climb stairs/ladders, grasp, squeeze, extend/flex wrist, reach overhead, and drive. The employee must frequently lift and carry (15-44 pounds) and occasional heavy lifting (45 pounds and over). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Ability to operate a motor vehicle and operate wheelchair lifts, ramps, and securement locks. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus during the hours of daylight and darkness.

WORK ENVIRONMENT
While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions, outside weather conditions, and extreme heat. The employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, and toxic or caustic chemicals. The noise level in the work environment is usually moderate/loud. Frequent district-wide travel to multiple campuses as assigned.

Revised Date: October 30, 2018

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.