Job Title: Transportation Operations Specialist
Reports To: Director for Transportation Services
FLSA Status: Exempt

SUMMARY
Coordinates activities of transportation operations department locations to obtain optimum use of equipment, facilities, and personnel by performing assigned duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Coordinates transportation support for the following programs: regular bus runs, district mail and distribution program, extra-curricular and co-curricular activity trips.

Supervises activities and functions at all department locations as pertains to assigning drivers to routes and dispatching buses.

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

Assists in coordinating transportation related requirements and activities between the department and campus locations.

Oversees preparation and updating of all bus routes and scheduling.

Coordinates school bus assignments, time schedules, and route rosters with the school campuses and drivers.

Manages route descriptions for drivers and those required by state agencies. Oversees daily route scheduling operations.

Assists in investigating unauthorized stops, complaints, or unsafe hazardous situations.

Processes student discipline referrals; maintains all student disciplinary information and data.

Assists in accident and incident investigations, as required.

Oversees the department Training and Safety program.

Acts as department administrator in absence of the Director.

Assists in administering the department’s drug and alcohol testing program.

Assists in administering fleet services, including making vehicle assignments and recommending quantity, type, and specifications of vehicles used in district student, staff, and support services transportation.

Makes recommendations to the Director concerning long-term bus assignment and usage, driver and monitor assignments, and configuration of buses.
Makes recommendations to the Director concerning awards, rewards, and recognition of all personnel.

Makes recommendations to the Director concerning disciplinary actions regarding drivers.

Assists in employee performance evaluation and documentation.

Assists in the preparation of state and local transportation reports.

Assists in district boundary planning and enrollment projections as requested.

Attends conferences and meetings (both in and outside the district).

Performs such other duties as assigned.

SUPERVISORY RESPONSIBILITIES
Supervises all personnel in the Operations and Training Sections of the Transportation Services Department (to include the Remote Satellite facility). 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
Bachelor's degree in Business, Management, Education or related area, preferred and three or more years of related experience.

CERTIFICATES, LICENSES, REGISTRATIONS
Must be able to obtain and maintain a valid Texas Commercial Driver's License (Class A or B) with passenger (P) and school bus (S) endorsements and without air brake restrictions; and obtain and maintain a current state school bus driver certification issued by the Texas Department of Public Safety. Texas Association for Pupil Transportation (TAPT) certification preferred.

Must be 21 years of age and have acceptable driving record according to Texas Education Agency and Texas Department of Public Safety standards. Must be able to pass pre-employment drug test and physical. Must pass physical annually and participate in random drug and alcohol testing. Must complete Texas School Bus Driver Certification Course (20 hours) and the Texas School Bus Driver Refresher Course (8 hours) every three years.

LANGUAGE SKILLS
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from administrators, staff, teachers, students, parents and the general public.
COMPUTER SKILLS
Must be able to operate an IBM-compatible computer, utilizing the District's standard software products, plus any additional software that may be unique to the position.

MATHEMATICAL SKILLS
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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.