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## Assistant Director of Transportation

### Job Description

#### Primary Purpose:

Assist in directing and managing the district's transportation and vehicle maintenance program. Assist in overseeing maintenance of all district-owned vehicles. Ensure safe and efficient operation of transportation department.

#### Minimum Qualifications:

##### Education/Certification:

Bachelor's Degree

TAPT Official (or within one year of employment)

Safe driving record verified by Texas Department of Public Safety (meets and maintains liability coverage eligibility)

Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by employee.

#### Required Experience:

Three (3) years' supervisory experience in school transportation (regular, special needs) or commercial operations

Six (6) years' experience in school transportation or commercial operations *preferred*

#### Knowledge/Skills:

Knowledge of laws relating to operation of school buses

Possess excellent organizational, interpersonal communication skills

Possess Texas CDL with class A or B designation and TEA Bus Driver Certification

Ability to manage personnel

Strong organizational communication and interpersonal skills

#### Major Responsibilities and Duties:

*(The following statements describe the general purpose and responsibilities assigned and should not be construed as an exhaustive list of all responsibilities, skills, efforts, or working conditions that may be assigned or skills that may be required.)*

#### Professionalism

The Educators' Code of Ethics is set forth in Texas Administrative Code to provide rules for standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community.

- Rule §247.1 Purpose and Scope; Definitions
- Rule §247.2 Code of Ethics and Standard Practices for Texas Educators

#### Organization Management

The assistant director manages administrative, fiscal, and facilities functions responsibly through activities such as the following:

- Provide input on long range plan for transportation capital and personnel budgetary needs.

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- Implement federal and state law, State Board of Education rule, and board policy in transportation area.
- Enforce safety standards that conform to state, federal, and insurance regulations and develop a program of preventative safety.
- Compile, maintain, file, and present all reports, records, and other documents required in transportation area.
- Compile budget and cost estimates based on documented program needs.
- Strive for cost-effective practices and demonstrate responsible fiscal control over assigned budget.
- Complies with procedures to maintain safety standards required state and federal laws, and insurance regulations.

### **Organization Improvement**

The assistant director promotes leadership in efforts to improve the school or organization through activities such as the following:

- Ensure that transportation operations are supportive of the instructional goals of the district.
- Prepare and update bus routes and schedules for all schools in district and develop plans to meet future transportation needs.
- Process vehicle repair requests and prioritize work orders.
- Ensure that transportation equipment is in excellent operating condition.
- Attend and make presentations at conferences and school board meetings regarding transportation issues and innovations.

### **Transportation and Vehicle Maintenance Operations**

The assistant director fosters organization operations through activities such as the following:

- Provide input in planning attendance zones and transportation routes for new schools.
- Utilize computerized routing program to efficiently design and implement bus routes and schedules within boundary areas.
- Manage the delivery of transportation services for students and ensure that they are picked up and arrive safely and on time.
- Oversee preparation and updating of bus routes and schedules for all schools in district and develop plans to meet future transportation needs.
- Coordinate transportation for extracurricular activities and special programs and assign bus drivers to routes and extracurricular trips and find substitutes as needed.
- Oversee repair of all district-owned vehicles and preventative 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.
- Maintain transportation records and submit reports when requested.
- Regularly monitor the effectiveness of transportation programs and services.
- Manage processes to take requests for extracurricular trips and to schedule most efficient means.
- Drive a school bus when necessary.
- Enforce and maintain safety standards that conform with state, federal, and insurance regulations and develop a program of preventive safety.
- Assess road conditions and hazards and advise administration about inclement weather conditions that may result in delayed starts or the closing of schools.
- Investigate school bus accidents and student safety violations.

### **Personnel Relations/Management**

The assistant director manages personnel effectively through activities such as the following:

- Assign bus drivers to routes and find substitutes as needed.
- Assist in hiring of personnel to fill vacancies to include employment workshops.
- Recruit, train, supervise and evaluate transportation personnel and make sound recommendations relative to assignments, retention, discipline, and dismissal.
- Prepare, process, and maintain all documents required to verify safety certification and alcohol and drug testing of bus drivers.
- Evaluate job performance of employees to ensure effectiveness and prepare, review, and revise transportation department job descriptions.
- Develop training options and improvement plans to ensure exemplary operation of transportation department.
- Assist on training of bus drivers and monitors.

### **Student Management**

The assistant director promotes a positive student conduct through activities such as the following:

- Enforce student discipline and suspension of riding privileges for any student who violates rules and regulations.
- Investigate reported concerns and take appropriate action to resolve issues.
- Implement district's student discipline policies and communicate to students expected

behavior when using district transportation.

- Train students on school bus safety.

### **Communication and Community Relations**

The assistant director promotes a positive tone for school or community relations through activities such as the following:

- Notify bus drivers, schools, and public of any changes in bus routes and schedules.
- Advise administration about inclement weather conditions that may result in the closing of schools or road hazards and respond to after hour emergency calls as needed.
- Review student behavior reports and conduct conferences with parents, students, and drivers on disciplinary issues.
- Attend and make presentations at conferences and school board meetings to discuss innovations and problems in transportation.
- Maintain good rapport with parents and community.
- Use effective communication when interacting with parents, staff, and school personnel.
- Use skill to resolve conflicts with district administrators, teachers, staff, and parents.

### **Professional Growth and Development**

The assistant director provides leadership in professional growth and development through activities such as the following:

- Attend professional growth activities to keep abreast of innovative techniques in transportation.
- Participate in development of the district's disaster plan.
- Strive for professional growth and development through participation in TAPT, TASBO, or other professional organizations.
- Organize and conduct training programs to promote safe work environment.
- Participate in ongoing professional development to insure drivers are using proper student management skills.

### **Qualities of Effective Assistant Director**

The assistant director exhibits qualities such as the following:

- Daily attendance and punctuality at work are essential functions of the job.
- Comply with district and campus policies and procedures, as well as state and federal laws and regulations.
- Demonstrate a high level of personal integrity, a collaborative leadership style, and high ethical standards.
- Compile, maintain and file all reports, records, and other required documents.
- Perform other duties as assigned by supervisor.
- Maintain confidentiality.

### **Supervisory Responsibilities:**

- Supervise and evaluate performance of staff assigned to the department.
- Assist with supervision of drivers and office staff.
- Participate in investigation of district vehicle accidents and monitor post-accident remediation.

### **Equipment:**

Operate school bus, two-way radio, safety equipment including but not limited to flares, reflective signs, fire extinguisher, and other equipment applicable to the position. Personal computer, printer, scanner, copier, fax machine, shredder calculator, and telephone.

### **Working Conditions:**

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

- Maintain emotional control under stress.
- Work with frequent interruptions.

<i>Primary Location</i>	<b>Department of Transportation</b>
<i>Salary Range</i>	<b>\$60,950.00 - 73,211/230 Days / Salary</b>
<i>Shift Type</i>	<b>Full-Time</b>

## **Job Contact Information**

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<i>Name</i>	<b>Humberto Araiza</b>
<i>Title</i>	<b>Director of Transportation</b>
<i>Phone</i>	<b>(512) 386-3150</b>
<i>Email</i>	

Del Valle ISD - Human Resources  
5301 Ross Rd. Suite #104  
Del Valle, TX 78617  
Phone - 512-386-3060  
Fax - 512-386-3065

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