

**GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: Director of Transportation

Wage/Hour Status: Exempt

Reports to: Ex. Dir. Safety/Student Services

Pay Grade: 105 (260 Days)

Dept./School: Transportation

Date Revised: 08/25/2021

Primary Purpose:

Supervise daily activities of the Transportation Department. Coordinate assignments and schedules of bus driver, monitors, mechanics and routes to ensure safe, efficient and economical transportation services.

Qualifications:

Education/Certification:

Valid Texas commercial driver's license (Class B)
Certified Texas vehicle safety inspector

Special Knowledge/Skills:

Advanced knowledge of automotive mechanics and maintenance
Ability to operate equipment and tools involved in vehicle repair
Ability to lift heavy equipment and vehicle parts
Ability to direct and supervise personnel and coordinate shop operations
Ability to pass alcohol and drug test
Ability to complete required bus driver safety training
Acceptable driving record
Ability to operate bus
Bilingual, preferred

Experience:

Five years experience in vehicle repair and maintenance procedures
Two years supervisory experience

Major Responsibilities and Duties:

Maintenance and Repair

1. Use diagnostic equipment to evaluate mechanical problems in vehicles.
2. Rebuild, replace, or repair vehicle parts such as engines, brakes, transmission lines, electrical assemblies, and accessories.
3. Assign priority and process vehicle repair work orders.
4. Evaluate and recommend all repairs. Provide cost estimates.
5. Assign all vehicle repairs to personnel and oversee completion.
6. Arrange contract repairs when work cannot be performed in shop.

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7. Assign or perform welding and minor body work to keep vehicles operating.
8. Perform routine vehicle maintenance and preventive care.
9. Establish preventive maintenance and care schedules.

Instruction

10. Discuss mechanical problems with other mechanics and help them solve repair problems.

Inspection

11. Inspect work performed by mechanics in overhaul and repair of district automotive equipment.
12. Review and approve completed work orders.
13. Perform state safety inspections for all district vehicles.

Routes and Schedules

14. Handle assignments for bus drivers, bus routes, vehicles, and substitutes for morning and afternoon shifts.
15. Coordinate extracurricular activities transportation.
16. Coordinate special education routes, drivers, and monitors.
17. Coordinate summer school routes.
18. Write, schedule, and keep regular routes up-to-date.
19. Supervise dispatch operations.

Safety

20. Operate tools, equipment, and machinery according to prescribed safety procedures.
21. Follow established safety procedures and techniques to perform job duties including lifting, climbing, etc.
22. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.

Driving

23. Operate bus as needed and be familiar with bus routes.
24. Assist in training new drivers.

Inventory and Equipment

25. Keep shop, equipment, and tools in safe operating condition.

26. Order equipment and supplies and maintain accurate records.
27. Recommend replacement of existing equipment.
28. Conduct annual inventory of physical equipment and supplies.
29. Supervise cleaning of buses by washing crew.
30. Direct the upkeep and appearance of shop and parking lot area.

Other

31. Work irregular hours and respond to after-hours emergency calls as needed.
32. Load and unload tapes for video monitoring system.
33. Assist in preparation of department budget.
34. Assist in recruiting, screening, training, and evaluation of shop employees.
35. Maintain accurate information for payroll reporting (time cards, tardiness, and absenteeism).
36. Understand laws and regulations on transportation and safety.

Supervisory Responsibilities:

Supervise and evaluate work of lead mechanic, mechanics, mechanic helper(s), and bus maintenance worker(s).

Equipment Used:

Small hand tools, drills drill press, grinder, air-powered tools, torch, jack, lift equipment, and video monitoring equipment. School bus and district vehicles.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Moderate walking, standing, climbing, heavy lifting, carrying, stooping, bending, kneeling, and reaching. Work outside and inside, around moving objects, and with vehicles and machinery with moving parts. Frequent exposure to dampness and humidity, toxic chemicals, exhaust fumes, gasoline, and diesel fuel.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Received by: _____

Date: _____