

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

<b>Job Title:</b>	Transportation Foreman	<b>Exemption Status/Test:</b>	Exempt
<b>Reports to:</b>	Director of Transportation	<b>Auxiliary Pay Grade:</b>	100 (260 Days)
<b>Dept./School:</b>	Transportation	<b>Date Revised:</b>	5/9/2021

---

**Primary Purpose:**

Responsible for supervising the driver workforce and coordinating the daily operations, necessary to ensure safe, efficient, and reliable transportation services to and from school as well as related activities while maintaining a harmonious relation with transportation staff, district administrators, teachers and coaches. Under the direction of the Director of Transportation the foreman will perform a variety of administrative functions relating to the safe transport of regular and special education students.

**Qualifications:**

**Education/Certification:**

High school diploma or GED  
Clear and valid Texas driver's license

**Special Knowledge/Skills:**

Knowledge of routing software  
Knowledge of GPS Tracking Systems  
Ability to communicate with a diverse staff  
Ability to conduct investigations and prepare written documentation in response  
Effective planning and organizational skills  
Effective use of digital systems and digital communication  
Ability to communicate verbally and written  
Bilingual, preferred

**Experience:**

One to three years of transportation experience

**Major Responsibilities and Duties:**

**Transportation Management**

1. Assist Director in executing the daily administration/operations of the District.
2. Plan and implement bus routes.
3. Audit bus routes/ bus schedules as well as changes to bus routes.
4. Maintain appropriate student records as needed.
5. Special Education Frontline Reporting.
6. As assigned, investigate bus accidents/personal injuries and document findings.
7. Audit the efficiency of the operation, ensure on-time performance by accessing district provided resources such as Routing Software, GPS Tracking System, Fuel Tracking System and other management software.
8. Coordinate and/or assist with extra-curricular transportation with coaching staff.
9. Assist with the presentation of information on programs, services, regulations for the purpose of serving as a resource for peers, parents and school personnel.

10. Maintain effective rapport with general public and handle any problems or concerns in a prompt and courteous manner.
11. Act as a substitute driver as needed

### **Files**

12. Input student and staff information in routing software.
13. Assign substitute drivers and monitors for morning and afternoon shifts as needed.
14. Schedule, coordinate, and assign field trips.
15. Responsible for ensuring data is collected to be reported accurately for all TEA transportation reports.
16. Assist in the preparation of department budget.

### **Other**

17. Select, train, supervise, and evaluate staff and make recommendations relative to assignment, retention, discipline, and dismissal.
18. Compile, maintain, and file all reports, records, and other documents as required including maintaining accurate information for payroll reporting (timecards, tardiness, and absenteeism).
19. Perform other duties as assigned.
20. Follow district safety protocols and emergency procedures.

### **Supervisory Responsibilities:**

Assist with the supervision, evaluation, and recommendation of hiring and firing of transportation staff.

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

**Tools/Equipment Used:** Standard office equipment including computer and peripherals; standard cleaning tools and equipment; standard yard maintenance equipment; may use small hand tools and power tools; light truck or van

**Posture:** Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting; may work in tiring and uncomfortable positions

**Motion:** Frequent walking, climbing stairs/ladders/scaffolding; regular grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

**Lifting:** Regular moderate lifting and carrying (15–44 pounds); occasional heavy lifting (45 pounds and over)

**Environment:** Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, vibration; exposure to chemical and electrical hazards; work around machinery with moving parts; regularly work irregular hours; occasional prolonged hours; frequent districtwide travel

**Mental Demands:** Maintain emotional control under stress

---

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Received by \_\_\_\_\_

Date \_\_\_\_\_