



LIBERTY HILL ISD

# Office of Human Resources

## Job Description: Director of Transportation

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**Job Title:** Director of Transportation

**FLSA:** Exempt

**Reports to:** Operations Department

**Funding Source:** General Fund

**Dept/Campus:** Transportation

**Pay Grade:** 605

**Date Revised:** 04/14/25

**Service Calendar:** 226

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### PROFILE OF A LIBERTY HILL ISD EDUCATOR

Liberty Hill Educators are compassionate leaders, effective collaborators, adaptable thinkers, determined problem-solvers, and skilled communicators.

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### PRIMARY PURPOSE

Direct and manage the district's transportation operations and oversee planning, designing, and posting of school bus routes. Ensure safe and efficient operation of the transportation department. Oversee maintenance of all district-owned vehicles.

### QUALIFICATIONS

#### Education/Certification

- Bachelor's degree or comparable knowledge gained through work experience.
- Clear and valid Texas commercial driver's license (Class B) with Passenger (P) and School Bus (S) endorsements.
- TAPT Certification - CTPTO or CTPTA or attainment in two years.

#### Knowledge/Skills/Abilities

- Knowledge and expertise in routing software(s) (Transfinder).
- Ability to direct and manage operations of a large fleet of vehicles.
- Ability to pass U.S. Department of Transportation alcohol and drug tests and annual physical exam.
- Knowledge of energy management and vehicle repair and maintenance.
- Ability to conduct on-site inspections of all vehicle repair and maintenance operations.
- Ability to manage budget and personnel.
- Ability to implement policy and procedures.
- Ability to interpret data.
- Ability to use technology to plan, operate, monitor, and evaluate transportation operations.



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- Strong organizational, communication, and interpersonal skills.

### Experience

- Three or more years supervisory experience in transportation and fleet operations.
- Five or more years experience as a bus driver.

## MAJOR RESPONSIBILITIES AND DUTIES

### Transportation and Vehicle Maintenance Operations

- Manage the delivery of transportation services for students and ensure they are picked up and arrive safely and on time.
- Oversee preparation and updating of bus routes and schedules for all schools in the district and develop plans to meet future transportation needs.
- Communicate changes in routes and scheduling to campuses and the public when warranted.
- Coordinate transportation for extracurricular activities and special programs.
- Assign bus drivers to routes and extracurricular trips and find substitutes as needed.
- Monitor fuel deliveries and distribution.
- Oversee repair of all district-owned vehicles and preventive maintenance. Ensure vehicle repair requests and work orders are prioritized and processed in a timely manner. Contract for outside services that cannot be performed in the shop.
- Strives for cost-effective practices and demonstrates responsible fiscal control over the assigned budget.

### Policy, Reports, and Laws

- Implement federal and state law, State Board of Education rule, and board policy.
- Compile, maintain, file, and present all reports, records, and other documents required.
- Prepare, process, and maintain all documents required to verify safety certification and alcohol and drug testing of bus drivers.
- Ensure employee time records are accurately maintained and data necessary to process transportation payroll is delivered in a timely manner.
- Follow district safety protocols and emergency procedures.

### Budget and Inventory

- Develop and administer a budget based on documented needs and ensure operations are cost effective and funds are managed wisely.
- Maintain current inventory of supplies and parts and initiate purchases in accordance with budgetary limitations and district policies.
- Approve and forward invoices for transportation to the accounting department.



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- Recommend disposal of obsolete or worn out vehicles and equipment.
- Recommend purchase of vehicles as necessary.

### Student Management

- Implement district's student discipline policies and ensure expectations about appropriate behavior when using district transportation are communicated to students. 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.

### Personnel Management

- Select, train, supervise, and evaluate staff and make recommendations relative to assignment, retention, discipline, and dismissal.
- Prepare, review, and revise transportation department job descriptions.

### Safety

- Enforce 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.
- Maintain safety standards in conformance with federal, state, and insurance regulations.
- Organize and conduct training programs to promote a safe work environment.
- Ensure transportation equipment is in excellent operating condition.
- Follow district safety protocols and emergency procedures.

### Other

- Participate in development of the district's disaster plan and be prepared to take an active role in responding to emergencies as needed.
- Attend and make presentations at conferences and school board meetings regarding transportation issues and innovations.
- Operate a bus as needed.

## SUPERVISORY RESPONSIBILITIES



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- Supervise, evaluate, and recommend the hiring and firing of shop foreman, dispatcher, parts manager, bus drivers, bus monitors, and administrative assistant.

### MENTAL/PHYSICAL & ENVIRONMENTAL DEMANDS

- Tools/Equipment Used: Standard office equipment including computer and peripherals; district vehicle; school bus
- Posture: Prolonged sitting; frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting
- Motion: Frequent walking; regular grasping/squeezing, wrist flexion/extension, and reaching; regular driving
- Lifting: Regular light lifting and carrying (less than 15 pounds)
- 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 hazards; work around vehicles and machinery with moving parts; regularly work irregular hours; occasional prolonged hours; frequent district wide travel; occasional statewide travel
- Mental Demands: Maintain emotional control under stress

*The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this description.*

Employee Name (printed): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_