

Carthage Independent School District

VACANCY ANNOUNCEMENT Director of Transportation

PRIMARY PURPOSE:

Responsible for the safe and orderly transportation of students, on assigned routes, from their homes to their assigned campus and from their assigned campus back to their homes
Responsible for the safe and orderly transportation of students to and from extra-curricular activities
Direct and manage district's transportation operations. Ensure safe and efficient operation of transportation department. Oversee maintenance of all district-owned vehicles.

QUALIFICATIONS:

Bachelors Degree
Valid Texas CDL (Class B) with (P) (S) endorsement
Acceptable police background and finger print checks
Drug and alcohol pre-employment test, random tests, reasonable suspicion test, and post-accident test.
Some mechanical aptitude
Acceptable driving record according to Texas Education Agency Standards
Must have an annual DOT physical
Ability to interpret data
Strong organizational, communication, and interpersonal skills

Special Knowledge/Skills

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 and interpret data
Ability to use technology to plan, operate, monitor, and evaluate transportation operations
Strong organizational, communication, and interpersonal skills

EXPERIENCE:

Five (5) to ten (10) years experience in the transportation or education field or related business experience

MAJOR RESPONSIBILITIES AND DUTIES:

Develop and administer a transportation program to meet all requirements of the daily instructional program and extracurricular activities
Prepare bus routes and time schedules for the school district
Recruit, train, and supervise all transportation personnel, and make recommendations on their employment, transfer, promotion, and release
Develop plans for preventive maintenance of bus fleet Maintain all district-owned vehicles
Prepare and administer the transportation budget
Develop recommendations for future equipment and personnel needs based on projected enrollment figures

Act as liaison with parents for complaints and special request
Maintain safety standards in compliance with state and insurance regulations and develop a program of preventive safety for all transportation employees
Cooperate with school principals and other directors to ensure the district transportation needs are met
Implement policies that cause the district to be in conformity with all state laws and regulations regarding school transportation
Cooperate with principals and bus drivers in preventing and/or solving discipline problems occurring on school buses
Submit all reports requires by state authorities
Confer with the Superintendent of Schools and/or the Assistant Superintendent of Operations for decision on school closing during inclement weather
Attend staff meetings when called upon
Performs such other duties pertaining to transportation as the Superintendent and/or Assistant Superintendent of Operations may direct

EQUIPMENT USED:

District provided vehicle
Bus
Typewriter and/or computer

WORKING CONDITIONS (Mental Demands/Physical Demands/Environmental Factors):

Continual walking and standing; frequent heavy lifting and carrying; climbing, stooping, bending, kneeling, and reaching. Work inside and outside. Exposure to extreme

REPORTS TO: Assistant Superintendent of Operations

LOCATION: CISD Transportation Service

APPLICATION DEADLINE: Until Filled

APPLICATION PROCESS: *In District Applicants* - submit a letter of interest, up- dated resume, and copies of all applicable licenses and certifications *Out of District Applicants* - submit a letter of interest, a resume, a CISD Maintenance Application, proof of degree, copies of all licenses and certifications, three (3) letters of recommendation from past

CONTACT: Steve Zurline employers or supervisors.
Assistant Superintendent of Operations
Carthage Independent School District
#1 Bulldog Drive
Carthage, Texas 75633
(903} 693-3806

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.

An Equal Opportunity Employer

We consider applicants for all positions without regard to race, color, national origin, age, religion, sex, marital status, veteran or military status,