

**KERRVILLE INDEPENDENT SCHOOL DISTRICT  
JOB DESCRIPTION**

**TITLE: DIRECTOR OF TRANSPORTATION**

**Wage/Hour Status:** Exempt

Revised: 10-16-12

**QUALIFICATIONS:**

- Skill in hiring all transportation employees
- Skill in supervising personnel
- Skill in mapping and routing
- Demonstrates competence and willingness to perform required tasks

**REPORTS TO:**

- Assistant Superintendent for Business Services

**JOB GOAL:**

- To maintain and operate a safe, effective and economical transportation department.

**PERFORMANCE RESPONSIBILITIES:**

**Personnel Management**

- Communicates an understanding of district goals to employees.
- Maintains a sincere, friendly attitude toward patrons of the district to ensure communication.
- Facilitates clear communications among drivers and campus administrators.
- Assigns buses and routes to drivers and aides.
- Works with Region 20 each year for driver certification class.
- Maintains files on bus drivers' driving records.
- Supervises the performance of all transportation staff.
- Secures substitute bus drivers in emergency situations.

**Management of Administrative, Fiscal, and Facilities Functions**

- Develops mapping and routing for KISD. Contacts Department of Public Safety for check on bus drivers' driving record.
- Establishes pick up points on bus routes.
- Submits bus student counts and mileage reports to TEA.
- Writes specs and orders buses when necessary.

- Keeps records of repairs and schedules of maintenance required on all equipment.
- Maintains parts inventory and fuel supply.

**Professional Growth and Development**

- Facilitates driver training on positive reinforcement and motivation of students.
- Monitors student behavior and clearly communicates expectations to drivers, students, teachers, and campus administrators.
- Encourages drivers' awareness of school programs.
- Generates clear procedures for reporting student behavior.
- Provides development and ongoing revision of KISD bus driver handbook.
- Maintains open dialogue with drivers while acting as a professional role model.
- Represents the school system to the community in a positive, professional way.
- Performs other duties as may be directed by Assistant Superintendent.
- Conducts oneself in a professional manner in accordance with district expectations and the Texas Education Agency Code of Ethics.

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

Frequent district-wide travel; frequent prolonged and irregular hours; ability to conduct on-site inspections of all vehicle repair and maintenance operations.

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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.

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**TERMS OF EMPLOYMENT:**

Work year established by the Board; salary according to current schedule.

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with provisions of the District Policy Manual.