

Openings as of 5/29/2025.

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Director II – Transportation

JobID: 6932

Position Type:

Leading District Professional/Director

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Date Posted:

4/14/2025

Location:

Wichita Bus Barn

Closing Date:

Open Until Filled

Director II – Transportation

Reports to: Executive Director – Transportation

PC: 17710-7

Grade 405

239 Days

Salary: \$97,569 - \$117,552

FLSA Status: Exempt

Position Purpose

Assists in the overall management of District student transportation services. Oversees the coordination of regular education and special education routing scheduling. Responsible for compiling and entering routing statics for the Route Service Report and the Operation/Cost Report to the State of Texas. Oversees reporting functions as well as hiring, training, and evaluating personnel. Effectively communicates with parents, administrators, and staff. Ensures continuity of leadership and services during Executive Director's absence.

ESSENTIAL JOB FUNCTIONS

Records, Reports, & Correspondence

- Assists in the implementation of procedures that maintain safety standards in compliance with state and federal laws and insurance regulations.
- Communicates effectively with parents, administrators, and staff.

- Communicates with campus and central office administrators concerning transportation bus routing matters such as potentially hazardous conditions, construction areas, and so forth.
- Works in collaboration with Transportation Managers for the operation of the department, and to address inquiries relating to parents, patrons, and school administrators on issues concerning transportation routing matters.
- Maintains preparedness for emergencies and crisis situations.

Administrative Responsibilities

- Develops, reviews, and updates job descriptions for transportation personnel; oversees filling of vacancies in a timely manner; conducts interviews, and completes selection process; coordinates/facilitates onboarding and training of new hires among Transportation teams.

Routing

- Oversees the pre-run of all routes prior to the start of the school year to ensure on time arrival and dismissal.
- Promotes use of computerized routing program to efficiently design and implement bus routes and schedules within boundary areas.
- Reviews special assignments, existing area routes, and sections of new growth in the District and develops, plans, or modifies necessary bus routes.
- Directs the planning and coordination of routes and schedules to achieve the greatest degree of safety and service consistent with maximum utilization of vehicles and personnel.
- Oversees billing charges and maintains records for special routing programs in the District.
- Oversees the process to communicate routes to drivers and follow-up to insure route accuracy.

Safety

- Performs preventive maintenance on tools and equipment and ensures equipment is in safe operating condition.
- Follows established safety procedures and techniques to perform job duties including lifting and climbing; operates tools and equipment according to established safety procedures.
- Corrects unsafe conditions in work area and promptly reports any conditions that are not immediately correctable to supervisor.

Supervisory Responsibilities

- Selects, trains, supervises, and evaluates staff, and makes recommendations relative to assignment, retention, discipline, and dismissal.

Personal Work Relationships

- All Fort Worth ISD employees must maintain a commitment to the District's mission, vision, and strategic goals.
- Exhibits high professionalism, standards of conduct and work ethic.
- Demonstrates high quality customer service; builds rapport/relationship with the consumer.
- Demonstrates cultural competence in interactions with others; is respectful of co-workers; communicates and acts as a team player; promotes teamwork; responds and acts appropriately in confrontational situations.

Other Duties as Assigned

- Performs all job-related duties as assigned and in accordance with Board rules, policies and regulations. All employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

Knowledge, Skills & Abilities

- Knowledge of District policies, procedures, and regulations.
- Knowledge of federal and state school transportation regulations.
- Knowledge of budget control methods, policies, and procedures.
- Knowledge of computerized routing software.
- Skill at the advanced level, working with Microsoft Office 365 (Outlook, Excel, and Word).
- Skill in performing mathematical and statistical calculations with accuracy.
- Skill in organizing, analyzing, and summarizing complex data.
- Skill in conducting cost-benefit analyses, including using judgment and creativity in considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Skill in organizational development, communications, public and interpersonal relations.
- Ability to train end-users in GPS software, fleet management tablets/devices, routing software, and video software.
- Ability to process and handle confidential information with discretion.
- Ability to conduct on-site inspection of District transportation operations.
- Ability to manage and create budgets, and to monitor and maintain accurate budget reports.
- Ability to use software to access databases, email, create spreadsheets, and do word processing.
- Ability to communicate effectively, including preparing oral or written communications, such as presentations, reports, and memoranda.
- Ability to communicate effectively, both oral and written forms.
- Ability to engage in self-evaluation with regard to performance and professional growth.
- Ability to establish and maintain cooperative working relationships with others contacted in the course of work.

Travel Requirements

- Travels to school district buildings and professional meetings as required.

Physical & Mental Demands, Work Hazards

- **Tools/Equipment Used:** Standard office equipment, including computer and peripherals.
- **Posture:** Prolonged sitting and standing; occasional stooping, squatting, kneeling, bending, pushing/pulling, and twisting.
- **Motion:** Frequent repetitive hand motions, including keyboarding and use of mouse; reaching.
- **Lifting:** Occasional light lifting and carrying (less than 15 pounds).
- **Environment:** Works in an office setting; occasionally irregular and/or prolonged hours.
- **Attendance:** Regular and punctual attendance at the worksite is required for this position.
- **Mental Demands:** Maintains emotional control under stress; works with frequent interruptions.

Minimum Required Qualifications

- **Education:**
 - Accredited High School diploma, GED, or Texas Certificate of High School Equivalency required;
 - Bachelor's degree from accredited college or university preferred.
- **Certification/License:**
 - Clear and valid Texas Commercial Driver's License (Class B) with Passenger (P) and School Bus (S) endorsements required;
 - Insurable by the District's insurance carrier required;
 - Texas Association for Pupil Transportation Certification preferred.
- **Experience:**

Required Experience

- 7-10 years' experience in transportation in a comparable environment.

Preferred Experience

- Experience utilizing and training end-users in GPS software, fleet management tablets/devices, routing software, and video software.
- Experience with routing and scheduling (dispatching), driver training, accident investigation, inventory control and preparation of bus specifications.
- Experience with logistics: detailed organization/implementation of complex operations.

Approved combinations:

<u>Education</u>	<u>Experience</u>
HS/GED/TxCHSE	10 years
Bachelor's degree	7 years

- **Language:** Bilingual (English/Spanish) preferred.

INSURABILITY REQUIREMENTS FOR ALL DRIVERS

- Must be at least 21 years old.
- NO positive drug or alcohol tests including pre-employment, random, post-accident or reasonable suspicion.
- Driving and accident record:

Valid Texas Department of Public Safety Driver Record Check **Type 3A-Certified list of all crashes and violations** <http://dps.texas.gov/DriverLicense/driverrecords.htm>

- NO more than 2 violations during previous 36 months including:
 - moving traffic violations (including no more than 1 preventable accident);
 - failure to provide proof of valid driver's license or proof of insurance;
 - equipment violations.
- NO Driving Under the Influence (DUI) for drug or alcohol.
- NO leaving scene of an accident (bodily injury or physical damage).
- NO vehicular assault, manslaughter, or homicide.
- NO operating a vehicle with suspended or revoked driver's license.
- NO reckless driving, speed contests, drag racing, or highway racing.
- NO use of a vehicle in commission of a felony.
- NO operating a vehicle without owner's permission (unauthorized use or grand theft).
- NO permitting an unlicensed person to drive.
- NO speeding more than 20 mph over the posted speed limit.
- NO history of a conviction in a commercial or personal motor vehicle.

- Additional restrictions may apply if directed by FWISD's Fleet Insurance Carrier.

This document is intended to describe the general nature and level of work being performed by people 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.

FMLA regulations require all employers to post the [updated FMLA notice](#).

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