



T U L S A

PUBLIC SCHOOLS

**Job Title:** Assistant Director of Transportation

**Department:** Transportation  
**Reports To:** Director of Transportation  
**Grade:** BL-08  
**Number of Days:** 12 Months  
**Security Access:** Transportation Building  
**Current Date:** November 8, 2012  
**Overtime Status:** Exempt

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**Job Objectives:** Oversee, direct, manage, and administer the District's transportation operations and activities in a manner which promotes safety and efficiency.

**Minimum Qualifications:**

- Bachelor's Degree in Business Administration and/or equivalent work experience.
- Minimum of five years supervisory experience in transportation operations.
- Commercial Drivers' License - Class B with P (passenger) and S (school bus) endorsements required.

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- 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.
- Maintains records concerning mileage and passenger data and related cost information.
- Oversees evaluations of drivers and staff.
- Ensures that all vehicles are properly equipped and maintained for student safety.
- Requires that all routes are pre-run prior to the start of the school year to ensure on-time arrival and dismissal.
- Participates in recommendations for vehicle and equipment purchases.
- Manages the development of training programs for all personnel.
- Acts as liaison with parents, administrators, and employees for concerns and special requests.
- Performs related duties as required or assigned.

**Skills and Abilities Required:** The following characteristics and physical skills are important for the successful performance of assigned duties.

- Ability to direct and manage budgets, personnel, and operations for a large fleet of vehicles.
- Exhibit strong organization, communication, and planning skills.

- Comprehensive knowledge of the principles and practices of a school district's transportation program, including operations, vehicle maintenance, fleet management computerized routing, and scheduling of vehicles.
- Thorough knowledge of principles and practices of safe school bus transportation.
- Ability to resolve parent, school administrator, and/or employee complaints about transportation and related issues.
- Capacity to evaluate and analyze student population data and its impact on schedules, bus routes and location of bus stops.
- Ability to interpret and develop transportation policy and procedures at the state and local level.
- Comprehensive knowledge of Microsoft office programs, such as Word, Excel, Access, etc.

**Supervisory Responsibility:**

- Must be able to effectively lead a large diverse staff while performing the following functions:
  - interview, hire, and train employees
  - plan, assign and direct work
  - appraise performance
  - reward and discipline employees
  - address complaints and resolve problems

**Working Conditions:** Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Professional office environment.
- In district travel between TPS sites and along bus routes is required.

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