Transportation Specialist

Rev Sept 2026

Reports to: Director of Transportation

Dept./Campus: Transportation

Status: Non-Exempt

Paygrade: 506

Term: 226 Days

PRIMARY PURPOSE:

Participate in critical fleet administrative functions across two terminals, including but not limited to; procurement (requisitions, invoicing, vendor payments), asset tracking, toll tag program oversight, and ensuring data integrity within specialized payroll, travel, fleet and maintenance management software. Provide bus driver and bus monitor training as needed to support department and district needs.

MAJOR RESPONSIBILITIES AND DUTIES

- **General**
  - Requisition all parts, materials, and supplies needed for vehicle repair and maintenance at two terminals as well as office and shop stock rooms.
  - Maintain stock of regularly used parts and supplies to ensure availability at all times; conduct monthly parts inventory identifying any deficiencies; initiate purchase orders as needed.
  - Create, maintain and distribute monthly department newsletter.
  - Acquire knowledge and participate in basic routing initiatives to support the district as needed by utilizing routing software.
  - Work cooperatively with the district purchasing department and transportation leadership to source parts and supplies.
  - Maintain comprehensive fleet maintenance records, ensuring accurate logging of parts, labor hours, and repair expenditures; verify shipments; document and resolve discrepancies.
  - Prepare accurate payroll for transportation employees following established district procedures; receive and audit timesheets for all transportation employees.
  - Maintain district payroll deadlines in an orderly and accurate manner in accordance with state, federal, and district guidelines.
  - Through collaboration with the District Travel Specialist, ensure all travel time is accounted for including non-transportation staff members.
  - Manage vehicle compliance documentation; licensing, titling and renewals, toll tag program, and district fleet-wide tag compliance.
  - Facilitate the implementation and support of department-wide fleet and operations technology, serving as the primary vendor liaison.
  - Optimize the district Transportation grant portfolio by securing new funding opportunities to ensure continued success of the current program.
  - Provide CDL and non-CDL driver training as dictated by department needs.
  - Oversee the daily administration of the Smart Tag system, ensuring real-time accountability for student ridership by troubleshooting system hardware, and providing immediate logistical

support to parents, drivers, and campus administration to optimize the safety and efficiency of the student transportation experience.

- **Records and Reports**
  - Compile, maintain, and ensure all duty reports are entered in an accurate and timely manner.
  - Assist with state reports as needed.
- **Communication**
  - Establish and maintain a professional relationship and open communication with all district departments, district leadership, department support staff, and the community to ensure accuracy of information reported.
  - Answer and route phones calls to appropriate staff members; resolve and respond to transportation payroll problems and inquiries.
- **Professional Growth and Development**
  - Participate in staff development activities to improve job related skills.
  - Attend and participate in department staff meetings and serve on committees as assigned.
  - Attend outside training events as determined to be necessary by department leadership.
  - Participate on interview committees as requested.
- **Safety**
  - Follow established safety procedures and techniques to perform job duties.
  - Report unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.
  - Follow district safety protocols and emergency procedures.
- **Other**
  - Maintain confidentiality.
  - Complete all other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- None

QUALIFICATION GUIDELINES

Education/Certification/Experience:

- High School diploma or GED. Clear and valid Texas commercial driver's license (CDL) with Passenger (P) and School Bus (S) endorsements. TEEX "Train the Trainer" certification, or the ability to obtain within six months of employment start date.

Knowledge/Skills/Abilities:

- Knowledge of basic accounting procedures
- Knowledge and proficiency in keyboarding and file maintenance
- Ability to maintain accurate and auditable records
- Ability to use software to create spreadsheets, data bases, and do word processing
- Ability to work with numbers in an accurate and rapid manner to meet established deadlines
- Ability to ride school buses and assist bus drivers
- Ability to drive a school bus when needed

- Ability to communicate effectively
- Strong, professional, effective, organizational, communication, and interpersonal skills

Mental/Physical/Environmental Demands:

- Tools/Equipment; standard office equipment including computer and peripherals; two-way radio; global positioning system (GPS); school bus; safety equipment including but not limited to flares, reflective signs, and fire extinguisher
- Repetitive hand motions; frequent keyboarding and use of mouse; prolonged driving; moderate walking, climbing stairs, grasping/squeezing, wrist flexion/extension, and reaching
- Prolonged sitting; frequent standing and twisting; occasional kneeling/squatting, bending, stooping, and pushing/pulling
- Occasional driving; moderate walking; frequent climbing stairs, grasping/squeezing. Wrist and shoulder flexion/extension, and reaching
- Occasionally lift, carry, and push up to 180 lbs. in emergency situations to drag or lift injured students to evacuate bus/vehicle
- Occasionally lift, carry, and push up to 180 lbs. in emergency situations to drag or lift injured students to evacuate bus
- Occasional heavy lifting (45 pounds or over) while the positioning of students with physical disabilities, controlling behavior through physical restraint, assisting non-ambulatory students, and lifting and moving adaptive equipment
- Occasional exposure to abusive or uncooperative students
- Frequent exposure to extreme hot and cold temperatures, loud noise, and vehicle fumes; work around moving vehicles
- Regularly work irregular hours, and occasionally work prolonged hours
- Work with frequent interruptions; maintain emotional control under stress