

**Position:** Transportation Manager (20-21)

**Start Date:** Immediately

**Compensation:** \$55,000+  
(commensurate with relevant experience  
and qualifications) + benefits and PTO

**Reporting To:** Tyler Heath,  
Senior Director of Operations

Austin Achieve Public Schools is a tuition-free, open-enrollment public charter school preparing East Austin youth to attend and excel at the nation's top colleges and universities. The Transportation Manager will be responsible for providing safe transportation for up to 1,800 students on a daily basis while reducing operational costs. This position will also successfully manage a team of up to 30 people as well as work collaboratively with campus leaders to drive success.

### **Essential Duties and Responsibilities:**

- **Provide safe transportation for all students by having “0” preventable incidents/accidents**
  - Ensure drivers are fully trained in Pre/Post Trip inspections
  - Ensure drivers maintain and carry up-to-date credentials at all times
  - Ensure drivers complete all required trainings on time
  - Conduct regular safety audits to ensure drivers are following safety procedures
  - Driver folders are standardized and maintained with accurate schedules, routes, student rosters, etc
  - Receive and respond to drivers' accidents; drives to accident scenes and conduct internal accident investigations; gather information, take photos and assist students and staff; obtain accident reports from the highway patrol and police agencies.
  - Receive and respond to emergency calls after hours and on weekends
- **Establish efficient routes in order to meet on-time arrival goals in the morning and afternoon**
  - Generate and analyze reports of the fleet's overall activity, then drill down into stop-by-stop data to see exactly how each driver and each bus is performing.
  - Analyze planned vs. actual Routes
  - Use root-cause problem solving to track performance data and eliminate problems
  - Manage bus change and new stop requests

**Statement of Non-Discrimination:** In keeping with our beliefs and goals, no employee or applicant will face discrimination/harassment based on race, color, ancestry, national origin, religion, age, gender, marital/domestic partner status, sexual orientation, gender identity, disability status, or veteran status. People of diverse backgrounds are strongly encouraged to apply.

- **Create a work environment where team members thrive with a minimum of 85% transportation staff retention**
  - Set monthly recruiting and hiring goals and measure progress to meet goals
  - Screen drivers based on Operations Culture Rubric to hire qualified and dedicated individuals
  - Ensure employees understand expectations and work conditions before being hired
  - Set up quarterly performance goals, incentives, and staff appreciation events
  - Develop a culture of accountability in which staff follow procedures, expectations, processes, and expectations
  - Coach drivers who are not meeting expectations and when necessary remove drivers who are failing to meet expectations
  - Serve as a substitute bus driver when needed
- **Provide excellent customer service for scholars, families, and schools**
  - Communicate with school site staff, administrators, parents and outside agencies to exchange information, coordinate activities and resolve issues, concerns and questions regarding transportation services, student behavioral problems and special accommodations for students.
  - Address and respond to complaints in a timely manner
- **Maintain an efficient and cost-effective operation**
  - Develop a schedule for all drivers that creates an environment where drivers are fulfilling their primary role of driving while on the clock
  - Develop preventive maintenance plans to assure costly repairs are avoided
  - Be familiar with maintenance and fuel contracts
  - Responsible for paying invoices in a timely manner
  - Seek out opportunities and partnerships which create a net benefit for the organization, schools, and drivers
  - Compliance with time schedules and applicable laws, codes, rules, and regulations.
  - Oversee the daily operations of the dispatch office; monitors two-way radios to effectively address bus problems, lateness, and accidents.
  - Setting and meeting goals for service, operations, and financial results

**Statement of Non-Discrimination:** In keeping with our beliefs and goals, no employee or applicant will face discrimination/harassment based on race, color, ancestry, national origin, religion, age, gender, marital/domestic partner status, sexual orientation, gender identity, disability status, or veteran status. People of diverse backgrounds are strongly encouraged to apply.

- Responsible for submitting TEA reports and conducting TEA counts

**Competencies:**

- Proven ability to meet outcomes and results, and wants to be held accountable for them
- Works with urgency and purpose to drive student outcomes
- Thrives in an entrepreneurial, high-growth environment; is comfortable with ambiguity and change
- Seeks and responds well to feedback, which is shared often and freely across all levels of the organization
- Works through silos and forges strong cross-departmental relationships in order to achieve outcomes

**Qualifications:**

- At least 2 years of supervisory or management experience and budget oversight
- A Class B CDL with Student and Passenger endorsements & DOT medical certification preferred.
- A current driver's license with the ability to obtain & maintain a Class B CDL with S and P endorsements & DOT medical certification immediately following completion of provided training
- Must be able to pass pre-employment background and drug screen.

**Please visit [austinachieve.org/careers](https://austinachieve.org/careers) to submit your application. For more information, please email District Operations Coordinator, Laura Avila, at [lavila@austinachieve.org](mailto:lavila@austinachieve.org).**

**Statement of Non-Discrimination:** In keeping with our beliefs and goals, no employee or applicant will face discrimination/harassment based on race, color, ancestry, national origin, religion, age, gender, marital/domestic partner status, sexual orientation, gender identity, disability status, or veteran status. People of diverse backgrounds are strongly encouraged to apply.