



Flour Bluff Independent School District Job Description

JOB TITLE: Fleet Supervisor (Bus and White Fleet)

WAGE/HOUR STATUS: Nonexempt

NUMBER OF DAYS: 240

REPORTS TO: Executive Director of Operations

DATE REVISED: 03/2025

PRIMARY PURPOSE:

- The Fleet Supervisor is responsible for overseeing the maintenance, operation, and compliance of Flour Bluff ISD's bus fleet and white fleet vehicles. This position ensures that all district transportation vehicles are safe, operational, and meet state and federal regulations. The Fleet Supervisor will work closely with transportation staff, mechanics, drivers, and administration to maintain a reliable and efficient fleet.

QUALIFICATIONS:

Education/Experience:

- High school diploma or equivalent required; associate or bachelor's degree in a related field preferred.
- Minimum of 3-5 years of experience in fleet management, vehicle maintenance, or transportation operations.
- Supervisory or leadership experience preferred.

Certification/License:

- Must hold or be able to obtain a Texas Commercial Driver's License (CDL) with Passenger (P) and School Bus (S) endorsements.
- ASE (Automotive Service Excellence) or equivalent certification preferred.

- Texas School Bus Driver Certification preferred.

Knowledge/Skills/Abilities:

- Knowledge of school bus operations, vehicle maintenance, and fleet management practices.
- Strong understanding of state and federal transportation regulations.
- Ability to lead and manage staff effectively.
- Excellent problem-solving, organizational, and communication skills.
- Proficiency in computer applications for fleet management and record-keeping.
- Ability to work flexible hours, including responding to emergencies after hours.

Supervisory Responsibilities and Duties:

- Supervise the maintenance, repair, and inspection of all district vehicles, including buses and white fleet vehicles.
- Develop and implement preventive maintenance programs to ensure the longevity and safety of the fleet.
- Maintain records of vehicle maintenance, repairs, fuel usage, and inspections in accordance with district, state, and federal requirements.
- Coordinate and oversee the work of mechanics and other transportation personnel assigned to fleet maintenance.
- Monitor vehicle performance and recommend replacements or upgrades as necessary.
- Ensure compliance with Texas Department of Transportation (TxDOT) and other regulatory agencies regarding vehicle inspections, safety, and operational requirements.
- Assist in the preparation of bid specifications for fleet-related purchases, including vehicles, parts, and maintenance supplies.
- Conduct training for transportation staff on vehicle safety, maintenance protocols, and regulatory compliance.
- Manage fleet budgets, including maintenance costs, fuel expenditures, and procurement of parts.
- Respond to vehicle breakdowns and emergencies, ensuring quick and effective resolutions.
- Collaborate with school administrators, transportation personnel, and external vendors to support fleet operations.

Posture:

Moderate standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting; work in tiring and uncomfortable positions.

Motion:

Frequent walking, climbing; frequent grasping/squeezing, wrist flexion/extension, overhead reaching, and driving.

Lifting:

Requires the ability to lift heavy objects, stand, bend, and work in confined spaces.

Environment:

Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, toxic chemicals and materials, noise, vibration, and electrical hazards; work around machinery with moving parts; may work in tight or enclosed spaces; may work alone; regularly work irregular hours; occasional prolonged hours.

Mental Demands:

Maintain emotional control under stress. Must be able to respond to emergencies as needed.

The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.