AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**COORDINATOR TRANSPORTATION PLANNING AND SCHEDULING**			FLSA STATUS:	**NON-EXEMPT**
PAY GRADE:	**NIS 8**	DUTY DAYS:	**260**	DATE REVISED:	**04/01/2025 HC**
FUNDING SOURCE:	**THIS POSITION IS LOCALLY FUNDED.**				

MINIMUM QUALIFICATIONS:

A high school diploma or equivalent is required. One (1) year up to and including three (3) years of related experience is required. Knowledge of planning and developing bus routes is preferred. Incumbent may be required to be certified with a valid Texas Commercial Driver's License (CDL-B), and a Texas School Bus Driver Training Course (all kept renewed and current). Knowledge of various computer hardware and software systems including GIS mapping software experience is preferred

SKILL REQUIREMENTS:

This position requires knowledge of Federal, State, and local transportation safety laws, policies, and procedures. Incumbent must have knowledge of scheduling procedures and state approved routes. Incumbent must have the ability to exhibit good communication and public relation skills when dealing with parents, school administrators, staff, and the general public. Incumbent should have the ability to compose correspondence for supervisors, staff, and school administrators. This position requires map-reading skills, statistical skills, writing skills, knowledge of surrounding area, and other skills necessary to schedule routes and complete State reports. Incumbent must be able to operate a computer in order to manipulate hardware, software, and existing programs; two-way radio to communicate with bus drivers; and other office equipment.

JOB PURPOSE AND RESPONSIBILITY:

This position is responsible for planning and ensuring safe, reliable transportation routes for students within the Austin ISD. Incumbent also coordinates and communicates the planning and scheduling of school bus routes, taking into consideration maximum safety and service within Austin ISD policies and TEA guidelines. Incumbent possesses a detailed understanding of school policies in determining student transportation eligibility. Incumbent is also responsible for the creation of regular and special education routes and vehicle assignments. Incumbent must exercise judgment in handling emergency situations and reporting problems or concerns to the proper authority.

ESSENTIAL FUNCTIONS:

- Create, analyze, and revise school bus routes and information for regular, special program, or other auxiliary trips including magnet, bilingual, late activity, summer school, vocational, etc.
- Schedule school bus services with route information and other data available.
- Communicate to the public, school personnel, Austin ISD administrators, and department staff route information, eligibility, and scheduling policies and procedures including route changes, early dismissals, etc. Perform the duties of liaison in responding to complaints, requests for route changes, and other transportation related questions.
- Maintain and manipulate computer programs, maps, and charts to reflect route information. Communicate via two-way radio to assist drivers confronting emergency situations.
- Research, analyze, and gather additional statistics to complete yearly TEA and Austin ISD transportation reports including reports related to Austin ISD reimbursement, special programs, annual cost reports, etc. Prepare cost projections for rezoning, new schools, or funding changes.

- Correct unsafe conditions in the work area and promptly report any conditions that are not immediately correctable to the supervisor.
- Follow district safety protocols and emergency procedures.
- Perform other duties as assigned including helping terminals, dispatching, payroll, billing, etc.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

Tools/Equipment Used: Standard office equipment including computer and peripherals

Posture: Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; frequent walking, grasping/squeezing, wrist flexion/extension, and overhead reaching; driving

Lifting: Heavy lifting and carrying (25 pounds and over)

Environment: Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, and vibration; work around moving objects or vehicles; may work alone; occasional prolonged or irregular hours

Mental Demands: Maintain emotional control under stress

PERSONAL WORK RELATIONSHIPS:

This position reports to the appropriate supervisor of the department. Incumbent is generally self-supervised except for special or long-term projects, or those situations not covered by policy where work are checked periodically. This position may require contact with several of the following persons: co-workers, dispatchers, school bus drivers, school administrators, special education department, parents, students, the police department, the public, and other school personnel. The purpose of the contact is to relay information, discuss problems, and notify persons of changes in scheduling or routes.

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The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledge the job description above.

Employee Signature:		**Date:**	