

JOB TITLE: Routing Specialist

WAGE/HOUR STATUS: Non-Exempt
Clerical/Inst. Support

REPORTS TO: Director of
Transportation

COMPENSATION PLAN: Pay Grade 6

DEPT. / SCHOOL: Transportation

DATE REVISED: May 2016

PRIMARY PURPOSE:

Coordinate assignments and schedules of bus drivers, routes, and vehicles to ensure safe, efficient, and economical transportation services using an automated routing software system. Position will lead by example by driving a bus on a routine basis.

QUALIFICATIONS:

Minimum Education/Experience:

High School Diploma or GED

College Degree Preferred

TAPT certifications a plus

Valid Class B Commercial Driver's License (Texas) with school bus and passenger endorsement required

Bilingual Preferred

Special Knowledge/Skills:

Must be 21 years of age or older

Ability to follow verbal and written instructions

Acceptable driving record according to Texas Education Agency standards

Personal Computer skills required

Experience:

Experience as a certified school bus driver

Experience in planning operations preferred

Experience in Word, Excel, and *Transfinder automated routing software* preferred

MAJOR RESPONSIBILITIES AND DUTIES:

Align the major functions of the assignment with district goals such that all students succeed.

1. Assist with developing and coordinating routes to maximize time and capacity use of Bryan ISD school buses through the use of a computerized routing system and related software.
2. Works with other routing specialists to monitor the currency and accuracy of the routing system including field trips.
3. Monitors student ridership and assist with management of student information in the routing system.
4. Assist with maintaining, developing, and administering in-service training on the use of the routing system.

5. Assist with the supervision and maintenance of the geo-code mapping.
6. Assists with the necessary data for boundary planning and redistricting project, if needed.
7. Assist with transportation department reporting requirements, including but not limited to TEA annual reports.
8. Creates, updates, and communicates with bus drivers/aides routes and driver directions and disseminate route changes in a timely fashion.
9. Assist with monitoring all Bryan ISD vehicles utilizing GPS and provides reports as needed.
10. Develops and maintains positive relationships with school administrators and maintains a professional demeanor in personal and telephone discussions with other staff, school administrators, and parents.
11. Maintains extensive working knowledge of stop signs, train schedules, street repairs/closures/detours to ensure effective route planning.
12. Communicate route changes to students, parents, campus administrators, and drivers as quickly and effectively as possible.
13. Serves as a substitute bus driver as needed.

General

1. Be punctual and dependable in attendance.
2. Serve as a role model for students.
3. Comply with all state laws and administrative procedures, district policies, and departmental regulations.
4. Perform other duties and responsibilities as assigned by the supervisor.

SUPERVISORY RESPONSIBILITIES:

Monitor the work of and issue work assignments or job tasks to regular and substitute drivers

EQUIPMENT USED:

Operates a school bus, van, or car. Also operates fuel pumps, bus wash equipment, two-way radio, and computer, office supplies and equipment.

WORKING CONDITIONS:

Mental Demands:

Maintain emotional control under stress; ability to communicate effectively (verbal and written); ability to maintain effective control over students

Physical Demands/Environmental Factors:

Continual sitting, reaching and repetitive hand and arm motions. Moderate lifting (over 40 lbs.), bending, stooping, climbing, and turning of the head and shoulders. Ability to operate a motor vehicle/school bus. Ability to work nights and weekends are required. Work outside and inside; moderate exposure to extreme temperatures and vehicle fumes. Subject to Texas State bus driving certification requirements and random drug and alcohol testing.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Approved by _____

Date _____

Reviewed by _____

Date _____