



Position: Transportation Auxiliary

Assignment: Transportation Router

Wage/Hour Status: Non-exempt

Reports to: Director of Transportation/Routing Coordinator

Pay Grade: AX575/230 days

Dept./School: Transportation

Date Revised: Spring 2026

Primary Purpose:

Responsible for the design, coordination, and maintenance of safe, efficient, and cost-effective bus routes for general education and special education students. This position plays a critical role in ensuring compliance with district policies, state regulations, and student-specific transportation requirements, while optimizing route efficiency and service quality.

Qualifications:

Minimum Education/Certification:

- High school diploma or GED required; Associate or Bachelor's degree preferred.
- Clear and valid Texas commercial driver's license with Passenger (P) and School Bus (S) endorsement preferred.
- Certification or training in student transportation routing systems.
- Knowledge of state transportation guidelines and compliance standards.

Special Knowledge/Skills/Experience:

- 2–5 years of experience in school transportation, logistics, routing, or a related field preferred.
- Strong understanding of routing principles, logistics, and geographic mapping.
- Knowledge of student transportation regulations, including special education requirements.
- Ability to analyze data and make informed decisions quickly.
- Strong organizational and time management skills, especially in high-volume environments.
- Excellent communication and interpersonal skills.
- Proficiency in Microsoft Office (Excel, Word) Google, and routing software systems.
- Ability to work under pressure and meet tight deadlines, especially during peak seasons.
- Certification or training in student transportation routing systems.
- Knowledge of state transportation guidelines and compliance standards.

Major Responsibilities and Duties:

- Develop, implement, and maintain daily bus routes for approximately 200+ routes, including general education and special education services.
- Utilize various routing software to design and adjust routes based on student data, school schedules, and geographic considerations.
- Analyze routes for efficiency, including ride time, mileage, and resource allocation.
- Create and adjust routes to accommodate new students, address changes, and respond to enrollment fluctuations.
- Maintain prompt and regular attendance

- Develop individualized transportation routes in compliance with IEP requirements.
- Coordinate closely with Special Education staff to ensure accommodations (e.g., wheelchair lifts, aides, specialized equipment) are properly assigned.
- Ensure compliance with all federal, state, and district regulations regarding student transportation.
- Maintain accurate student transportation records, route data, and mapping information.
- Generate reports related to route efficiency, capacity, mileage, and on-time performance.
- Monitor and validate student eligibility and transportation assignments.
- Collaborate with dispatch, drivers, campus staff, and parents to resolve routing concerns and service issues.
- Provide route sheets, maps, and turn-by-turn directions for drivers and monitors.
- Assist with planning for the beginning of the school year, including route rollouts and adjustments in addition to routing for summer school.
- Ensure routes meet all safety standards, including appropriate stop locations and hazard considerations.
- Review and adjust routes for road conditions, construction, hazardous routes, and safety concerns.
- Support emergency planning, including alternative routing and contingency plans.
- Serve as a liaison between Transportation, campuses, and families regarding routing questions and changes.
- Communicate route updates clearly and in a timely manner to all stakeholders.
- Participate in meetings related to transportation planning and operations.
- Routes are completed accurately and on time.
- Student ride times and route efficiency meet district targets.
- High level of customer service provided to campuses and families.
- Compliance with all safety and regulatory requirements
- Perform other duties as assigned by the Director of Transportation.

Mental Demands/Physical Demands/Environmental Factors:

- Office environment with frequent computer use.
- Extended hours may be required during peak routing periods (e.g., start of school year).
- Occasional fieldwork to review routes and bus stops.
- Prolonged periods of sitting and computer work.
- Ability to occasionally travel to route locations for evaluation.
- Maintain emotional control under stress; work with frequent interruptions; may work prolonged and irregular hours

OTHER: All employees are to follow district safety protocols and emergency procedures.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. This position is an in-person job and is to be performed at the location specified. It does not qualify for remote work or work from home status.

Signature

Date

Print Name