



Position: Transportation Professional

Assignment: Transportation Routing Coordinator

Wage/Hour Status: Exempt

Reports to: Director of Transportation

Pay Grade: AP620/230 days

Dept./School: Transportation

Date Revised: Spring 2026

Primary Purpose:

Responsible for overseeing the design, coordination, and continuous improvement of safe, efficient, and cost-effective bus routes for general education and special education students. This position provides leadership and guidance to routing staff, ensures compliance with all district, state, and federal regulations, and supports operational excellence across the transportation department. Serves as a key decision-maker and liaison between routing, operations, campuses, and district leadership.

Qualifications:

Minimum Education/Certification:

- Certification or advanced training in student transportation routing systems.
- Knowledge of Texas state transportation guidelines and compliance standards.
- Valid Texas commercial driver's license (CDL) with Passenger (P) and School Bus (S) endorsements preferred.
- High school diploma or GED required; Associate's or Bachelor's degree preferred.
- Previous leadership or supervisory experience preferred.
- Extensive experience with student transportation routing software required.

Special Knowledge/Skills/Experience:

- 3–7 years of experience in school transportation, routing, logistics, or a related field required.
- Advanced knowledge of routing principles, logistics, and geographic mapping.
- Strong understanding of student transportation regulations, including special education requirements.
- Proven ability to lead teams and manage multiple priorities in a high-volume environment.
- Strong analytical and problem-solving skills.
- Excellent organizational, communication, and interpersonal skills.
- Proficiency in Microsoft Office (Excel, Word), Google platforms, and routing systems.
- Ability to make timely, data-driven decisions under pressure.

Major Responsibilities and Duties:

- Provide daily supervision, guidance, and support to routing staff.
- Review and approve routes developed by routers to ensure accuracy, efficiency, and compliance.
- Establish routing standards, procedures, and best practices.
- Assist in training, onboarding, and evaluating routing personnel.
- Serve as the primary point of contact for escalated routing concerns and complex issues.

- Oversee the development, implementation, and maintenance of approximately 200+ bus routes, including general and special education services.
- Ensure routes are optimized for efficiency, including ride time, mileage, and resource allocation.
- Evaluate and determine routing structures (including multi-barn operations) based on operational efficiency and fuel usage.
- Monitor daily routing adjustments due to student changes, enrollment fluctuations, and operational needs.
- Support large-scale planning efforts, including back-to-school rollout and summer school routing.
- Ensure all special education routes comply with IEP requirements and applicable laws.
- Collaborate with Special Education staff to confirm appropriate accommodations (e.g., specialized equipment, aides, lift buses).
- Review specialized routes for compliance, safety, and efficiency.
- Oversee the accuracy and integrity of all routing data, student records, and mapping systems.
- Analyze routing data to identify trends, inefficiencies, and opportunities for improvement.
- Generate and present reports related to route performance, capacity, mileage, and on-time service.
- Ensure proper validation of student eligibility and transportation assignments.
- Collaborate with dispatch, operations managers, drivers, and campuses to resolve routing and service issues.
- Ensure timely distribution of route sheets, maps, and directions.
- Assist in contingency planning, including coverage for driver shortages and emergency situations.
- Ensure all routes meet safety standards, including stop placement and hazard considerations.
- Review routes for road conditions, construction, and potential safety risks.
- Support emergency preparedness through alternative routing plans and procedures.
- Maintain compliance with all local, state, and federal transportation regulations.
- Serve as a liaison between Transportation leadership, campuses, and families.
- Communicate routing updates, changes, and expectations clearly and in a timely manner.
- Participate in leadership meetings and provide updates on routing operations and performance.
- All routes are accurate, efficient, and completed on time.
- Routing team meets established performance and productivity standards.
- Student ride times and operational efficiency meet district targets.
- High level of customer service provided to campuses, families, and staff.
- Full compliance with 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 and irregular hours may be required during peak routing periods (e.g., start of school year, summer planning).
 - Occasional fieldwork to review routes and bus stops.
 - Prolonged periods of sitting and computer work.
 - Ability to occasionally travel to route locations for evaluation as needed
 - Maintain emotional control under stress; work with frequent interruptions
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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