



JOB DESCRIPTION

JOB TITLE: Route Manager
Transportation Department

REPORTS TO: Director of Transportation
Assistant Director of Transportation
Transportation Supervisor

WAGE/HOUR STATUS: Nonexempt

PAY GRADE: TR3

PRIMARY PURPOSE:

The Route Manager will be assigned to certain campuses and will be responsible for all safety issues that pertain to their school and the drivers on those campuses.

All employees of SISD are expected to act with integrity, support organizational goals, communicate in a clear and respectful manner, championing the needs of our students and drive continuous improvement.

QUALIFICATIONS:

Required:

- High School graduate or equivalent
- Valid Texas commercial driver's license (Class A or B) with Passenger (P) and School Bus (S) endorsements
- Texas School Bus Driver's Certification
- Minimum one (1) year as a school bus driver in a Texas public school district

Preferred:

- Texas Association for Pupil Transportation (TAPT) Specialist or Supervisor Certification

SPECIAL KNOWLEDGE/SKILLS:

- Ability to direct and schedule personnel
- Good attitude and student management skills
- Good relationship with administrators
- Conflict resolution skills
- Some clerical and computer skills
- Knowledge and understanding of all phases of student transportation
- Good communication skills



MAJOR RESPONSIBILITIES AND DUTIES:

- Contacts parents concerning discipline matters and attends parent conferences at their campus.
- Supervises, mentors, and evaluates drivers.
- Enters bus conduct reports.
- Investigates and resolves parental concerns.
- Views video with drivers and administrators.
- Works with school officials to create school bus safety programs and safety incentives for the students.
- Oversees safe loading and unloading procedures at the schools.
- Makes sure all drivers have seating charts for elementary and middle school students on file at Transportation with copies attached to a master folder and accident procedure packets.
- Ensures their drivers complete state counts correctly and in a timely manner.
- Spot checks master map folders to make certain maps are kept up to date and marked with the correct stops.
- Screen and interview applicants.
- Randomly spot checks buses for cleanliness
- Check driver to ensure they are completing pre-trip inspections and randomly pre-trip the buses of their drivers.
- Substitutes on routes as needed.
- Awareness of morale problems among drivers.
- Conduct monthly professional development meetings with their team.
- Performs other duties as assigned

WORKING CONDITIONS:

The usual and customary methods of performing the job's functions require the following physical demands: physical mobility, prolonged sitting, repetitive hand and arm motions, some lifting, carrying, pushing, and/or pulling. This position will also require traveling within the district. Mental demands: Maintain emotional control, ability to effectively communicate in both oral and written in English for safety reasons. Environmental conditions: work outside and inside; moderate exposure to extreme temperature (hot and cold) and vehicle fumes.

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.