

LINDALE INDEPENDENT SCHOOL DISTRICT

Job Title: Route Coordinator

Wage/Hour Status: Nonexempt

Reports to: Director of Transportation

Pay Grade:

Dept./School: Transportation

Primary Purpose:

Coordinate routing of pupil transportation district wide. Assign and schedule bus drivers, routes, and vehicles to ensure safe, efficient, and economical transportation services.

Qualifications:

Education/Certification:

Clear and valid Texas commercial driver's license with Passenger (P) and School Bus (S) endorsements

High School Diploma or GED

Must be 18 years of age

Special Knowledge/Skills:

Ability to use personal computer and software to develop route schedules, spreadsheets and databases and do word processing

Ability to read and understand documents including policies and procedures manuals

Ability to receive and give written and verbal instructions

Ability to pass alcohol and drug tests and annual physical exam

Effective organizational and communication skills

Ability to operate bus

Experience:

Two years experience as certified school bus driver

Major Responsibilities and Duties:

Routes and Schedules

1. Assist with the development of bus routes in accordance with Texas Education Agency guidelines.
2. Coordinate and approve all adjustments to or additions of bus runs to ensure consistency with district policies, guidelines, and procedures.
3. Assist or handle assignments of bus drivers, bus routes, vehicles, and substitutes for morning and afternoon shifts.
4. Assist with or coordinate extracurricular transportation.
5. Prepare data required to plan bus route and post route schedule.
6. Assist with or prepare special education bus routes and ensure that drivers maintain a route folder with accurate descriptions of their morning and afternoon routes.

7. Coordinate and schedule all summer school routes.
8. Prepare and update district maps showing areas served by each bus. Distribute maps to schools and within the district as directed.
9. General state required route descriptions and maintain computerized files and database.

Communication

10. Dispatch drivers and vehicles and communicate with them using a telephone and two-way radio.
11. Notify drivers, parents, and school personnel of any changes in a student's bus service, such as an address change, change in pick-up and drop-off location, change in time or bus change.
12. Maintain good public relations with students and school personnel.
13. Communicate with students, parents, staff, and community about their complaints with drivers, buses, routes, and safety.
14. Communicate with drivers about problems or concerns they have with parents, students, teachers, and coworkers.
15. Interact with special program administrators and school officials concerning transportation of special education students.
16. Help campuses to place new students on buses and advise drivers of new or dismissed students.

Other

17. Handle driving and safety records of all new applicants.
18. Serve as substitute bus driver.
19. Serve as driver or tutorial routes and summer school.

Supervisory Responsibilities:

None.

Equipment Used:

Radio communication equipment, computer and peripherals, and intercom system.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Clear speech; ability to drive school bus; repetitive hand motions; early shift work

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.

Approved by _____ Date _____

Reviewed by _____ Date _____