

# Router - Transportation

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| <b>Job Title:</b>    | Router - Transportation       | <b>Exemption Status/Test:</b> | Nonexempt     |
| <b>Reports to:</b>   | Director of Transportation    | <b>Date Revised:</b>          | November 2017 |
| <b>Dept./School:</b> | Transportation                | <b>Pay Grade:</b>             | 3402A         |
| <b>Appointed By:</b> | The Superintendent of Schools | <b>Calendar Days:</b>         | 226           |

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## Primary Purpose:

Coordinate routing of pupil transportation for regular and special needs programs district wide to ensure safe, efficient, timely, and economical transportation services.

## Qualifications:

### Education/Certification:

High School Diploma or GED

Some college or technical school preferred

Possess or obtain a Class B commercial driver's license with passenger (P) and school bus (S) endorsements, optional

Possess the certification or complete the School Bus Driver Training Certification Course within 180 days of employment

Possess or acquire a Medical Examiner's Certificate for commercial driver medical Certification, optional

Possess or acquire a clear to drive from Aldine ISD's Training Academy within 90 days of employment

Pass Department of Transportation pre-employment drug and alcohol test

Be eligible for coverage under the district's vehicle insurance program

### Special Knowledge/Skills:

Ability to use routing software to build and modify bus routes

Ability to use maps and Global Positioning Systems (GPS) to follow routes, locate addresses, track buses, and perform comparative analysis

Ability to read and interpret route sheets; and read and use a map

Ability to receive and give written and verbal instructions

Proficient in Microsoft Word, Excel, and PowerPoint

Ability to effectively use a 2 way radio

Ability to work as a team and work independently with little supervision

Ability to apply special education laws and best practices into routing

Excellent organizational, communication, and interpersonal skills

### Experience:

School bus driving experience

Special education or special needs transportation experience

## Major Responsibilities and Duties:

1. Layout and schedule all district bus routes in accordance with District guidelines.

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2. Ensure routes are written in a way to achieve daily on-time arrivals.
3. Re-route buses when needed during emergencies and construction.
4. Review GPS to ensure routes are being operated as written and scheduled.
5. Conference with drivers and attendants as needed to ensure all parties are properly informed about the route they are assigned.
6. Receive and respond to stakeholder phone calls and inquiries.
7. Ensure students are assigned to the correct bus stop.
8. Ensure all features of the routing software are functioning correctly.
9. Ensure all necessary fields in the routing software are completed correctly and updated as needed, including, but not limited to bell times, campus names, grade levels, and special programs.
10. Maintain knowledge of locations in Aldine ISD – streets, neighborhoods, apartment complexes, campuses, and hazards.

### **Records, Reports, and Correspondence:**

11. Produce route sheets and rosters.
12. Prepare reports and correspondence to schools and department administration.
13. Report times of arrivals and departures of routes to and from schools to include Extended Days and Tutorial runs.
14. Maintain turn by turn route sheets.
15. Generate mileage reports for state requirement.

### **Safety:**

16. Build all routes with student and community safety in consideration.
17. Follow all safety rules and procedures.

### **Other**

18. Follow all District and Transportation Department Policies and Procedures.
19. Compile, maintain, and file all logs, worksheets, files, and reports related to dispatch operations.
20. Serve as substitute bus driver as needed.
21. Perform other duties as assigned.

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## Supervisory Responsibilities:

None

## Evaluation:

The Transportation Dispatcher's evaluation is a responsibility resting with the Director of Transportation. An evaluation shall be completed in writing at least once during the course of the school year.

## Salary:

As approved by the Board of Trustees

## Mental Demands/Physical Demands/Environmental Factors:

**Tools/Equipment Used:** Standard office equipment including computer and peripherals; two-way radio; global positioning system (GPS); school bus; safety equipment including but not limited to flares, reflective signs, and fire extinguisher

**Posture:** Prolonged sitting; frequent standing and twisting; occasional kneeling/squatting, bending, stooping, and pushing/pulling

**Motion:** Repetitive hand motions; frequent keyboarding and use of mouse; prolonged driving; moderate walking, climbing stairs, grasping/squeezing, wrist flexion/extension, and reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds) such as office supplies

**Environment:** Work is performed in an office setting; may work irregular and prolonged hours

**Mental Demands:** Maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_

Date \_\_\_\_\_

Received by \_\_\_\_\_

Date \_\_\_\_\_