

TITLE: Routing / Scheduling Supervisor**STATUS: Exempt****REPORTS TO: Executive Director of Transportation****TERMS: 226 Days****DEPARTMENT: Transportation****PAY GRADE: AD1****PRIMARY FUNCTION**

Coordinate routing of pupil transportation for regular and special needs programs districtwide to ensure safe, efficient, timely, and economical transportation services. Manage day-to-day operation concerns with drivers of the routes you oversee. Supervise assigned employees. Handle payroll, evaluations, documentation, and re-training of assigned employees. Oversee dispatch and field trip operations. Act as the liaison between Transportation and special education services.

All employees of Royse City ISD are expected to act with integrity, support organizational goals, demonstrate the ability to inspire, grow, and motivate others, utilize feedback, strive for results, and commit to championing the needs of our students and employees, and work toward continuous improvement.

QUALIFICATIONS

Education/Certification:

High School Diploma or GED

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

Transfinder university certification (Preferred)

TAPT official certification (Preferred)

Bachelor's degree or In lieu of a Bachelor's degree, directly related experience in pupil transportation.

Supervisory Responsibilities:

Supervise drivers and monitors

Supervise operational staff (Dispatchers, Routers, and clerks, Coordinators)

Special Knowledge/Skills:

Ability to use 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 U.S. Department of Transportation alcohol and drug tests and annual physical exam

Effective organizational, communication, and interpersonal skills

Experience:

Experience as a certified school bus driver, a minimum of 5 years

Experience with Transfinder routing software, a minimum of 5 years

EVALUATION

Performance will be evaluated annually in accordance with the provision of the Board's policy on the evaluation of personnel.

ESSENTIAL JOB FUNCTIONS:

1. Layout and schedule all district bus routes in accordance with Texas Education Agency guidelines.
2. Ensure that all changes or additional bus runs are consistent with district policies, guidelines, and procedures.
3. Assign bus drivers, bus routes, vehicles, and driver substitutes for morning and afternoon shifts as directed by the transportation director.
4. Post route schedules and state-required route descriptions. Ensure that an accurate description of the morning and afternoon routes is carried on each bus.
5. Process requests and arrange for extracurricular transportation.
6. Prepare and update district maps showing areas served by each bus. Distribute maps to schools and to the public as directed.
7. Dispatch drivers and vehicles.
8. 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.

9. Help campuses to place new students on buses and advise drivers of new or dismissed students.
10. Respond to complaints about transportation services and address issues when appropriate. Redirect calls to the transportation director as needed.
11. Process driving and safety records of all new applicants.
12. Serve as a substitute bus driver as needed.
13. Participate in staff development activities to improve job-related skills.
14. Comply with state, district, and school regulations and policies for instructional aides.
15. Attend and participate in department meetings and serve on staff committees as required.
16. Oversight of bus drivers, monitors, and dispatchers for assigned routes.
17. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
18. Comply with all district and campus routines and regulations.
19. Perform other duties as assigned by the building principal and the Superintendent of Schools.

WORK ENVIRONMENT

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding, and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 50 pounds)

Mental Demands: Work with frequent interruptions; maintain emotional control under stress; understand the need for continued flexibility based on the complex needs of students with behavioral needs

Environment: Indoors including but not limited to: classroom, cafeteria, library, or other campus location. Outdoors (exposure to sun, heat, cold, and inclement weather). Exposure to noise. May work prolonged or irregular hours. A remote location in the event of a declared emergency, temporary closure, or closure. Personal Protective Equipment may be required.

The above statements are intended to describe the major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

Special Funding: If my position is funded by grants, federal funding, or other special funding, I understand that my employment is expressly conditioned on the availability of full funding for the position. If full funding becomes unavailable my employment is subject to termination or non-renewal, as applicable.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.
