

**JOB TITLE:** Foreman - Router:  
(Regular/Special Education)

**WAGE/HOUR STATUS:** Non Exempt

**REPORTS TO:** Transportation Specialist

**PAY GRADE:** MT 7

**DEPARTMENT:** Transportation

**NUMBER OF DAYS:** 261

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**PRIMARY PURPOSE:**

Supervise the daily operations of equipment and personnel involved in transporting students.

**QUALIFICATIONS:**

**Minimum Education/Certification/Abilities**

- High school diploma or equivalent from an accredited institution
- Have a valid CDL with P & S endorsements
- Good driving record
- State of Texas Bus Drivers Certification

**Special Knowledge and Skills:**

- Computer Knowledge/Use
- AS400 Knowledge
- Knowledge of school bus route scheduling
- Knowledge of Edulog routing system preferred
- Good communication skills
- Organizational skills with attention to details
- Ability to resolve conflict
- Coordinate with school administrators

**MAJOR RESPONSIBILITIES AND DUTIES:**

- Create/revise routes for the beginning of the school and as needed
- Measure all routes for
  - Maximum efficiency
  - Accuracy
  - Safety
- Advise bus drivers of the best route to travel; make corrections as needed
- Construct and maintain transportation maps depicting bus routes
- Enter and/or update bus routes on the computer
- Maintain a hard copy file of all student bus riders (i.e.: requests, ARD's, changes, communication, etc.)
- Check all bus routes for state reports
- Measure all school zones for the 2 mile limit; verify the 2 mile limit upon request of a parent to establish child(ren) eligibility
- Supervise the safety and efficiency of the bus routes:
  - To insure that all bus stops are located at the safest point
  - Estimate the travel time students will be on the bus

- Update bus number changes to assigned bus routes
- Make informed decisions involving bus drivers, attendants, and/or routes
- Prepare and maintain bus schedules for:
  - State and local records
  - Regular and Special Education system procedures
- Supervise the midday bus routes for Regular and Special Education
- Coordinate and cooperate with the campus administrators in reference to problems involving AISD Regular and Special Education students
- Train new bus drivers on safety issues
- Train new drivers/attendants for the use of Special Education equipment (i.e.: wheelchair lifts, harnesses, straps, etc.)
- Work with the Transportation Manager and school administrators in reference to video tape reviews from the bus(s), and maintain a chain of custody for the tapes
- Investigate driving complaints involving bus drivers
- Assist Regular and Special Education Specialists as needed
- Instruct transportation employees on updated driving and /or safety issues
- Assist with in-service meetings for all new bus drivers and attendants
  - Cover the AISD handbooks
  - Cover certain parts of the TEA Bus Drivers Handbooks
- Coordinate and cooperate with the Safety Technician to develop a safety program for AISD students and drivers
  - Assist the Safety Technician, when unavailable, with the licensed driver checkout for various size buses and by evaluating and riding with all new bus drivers on various size buses
- Drive or attend on a school bus as needed
- All other duties as assigned by the Director of Transportation