



NORTH EAST INDEPENDENT SCHOOL DISTRICT

TRIP COORDINATOR

CLOSE DATE: 12/14/2017

RESUME MUST BE SUBMITTED WITH APPLICATION

Location: Transportation North
Work Schedule: 260 Days
Work Type: Regular Full-Time
Exempt: No
Salary Range: \$15.41/hr - \$18.56/hr

EDUCATION AND EXPERIENCE:

Associate's Degree or six months related experience and/or training; or equivalent combination of education and experience

High School Diplomas and college/university degrees must be obtained from an accredited program or university approved by the United States Department of Education and the Texas Education Agency.

PRIMARY PURPOSE SUMMARY:

Assigns and coordinates field trips as requested by various schools to participating bus drivers according to their availability of time and location.

ESSENTIAL REQUIREMENTS AND RESPONSIBILITIES:

1. Prepares and maintains a list of eligible field trip drivers, their bus numbers, route locations and time of availability.
2. Transmits and receives numerous radio messages.
3. Assigns drivers to field trips with the first consideration of meeting school requirements and second, giving all participating drivers a chance of acquiring extra work.
4. Trains and assigns the most qualified and capable trip eligible drivers to duties as evening/weekend dispatchers.
5. Trains and assigns the most qualified and capable trip eligible drivers as leaders of the band/pep squad and related cheer leading bus convoys during football season.
6. Monitors the cleaning of spare bus interiors and all other duties assigned.
7. Assists in the preparation and maintenance of a list of drivers eligible to drive the various midday routes for Special Needs, Pre-Kinder, student work programs and Center School midday requirements.
8. Prepares and maintains a separate list of drivers to transport the high school swim teams, elementary school students to participate in the Extended Learning Program, Extended Day Strings Program and the after school study programs.
9. Prepares and presents an in-service on field trips to all newly hired drivers.
10. Provides the Maintenance Department with the bus numbers of buses going out of town so they can be serviced.
11. Ensures that all bus routes have a driver assigned twice daily.
12. Receives and posts the "Out of Commission List".
13. Maintains confidentiality of all information.
14. Occasionally drives school bus as a substitute driver on an as needed basis.
15. Reports to work on time every day.
16. Performs all other tasks and duties as assigned.

QUALIFICATION REQUIREMENTS:

- Successful completion of a pre-employment physical examination to include vision, hearing, alcohol and drug testing and an acceptable driving record documented by a Motor Vehicle Records Check
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence
- Ability to speak effectively before groups of customers or employees of organization
- Possess or obtain within ninety (90) calendar days of employment a Valid Texas Class "B" Commercial Drivers License with School Bus (S) and Passenger (P) Endorsements and a driving record that meets the requirements of the Texas Department of Public Safety School Bus Certification and the District
- Successfully complete a twenty hour Region XX School Bus Driver Safety Training Certification Course within one hundred and eighty (180) days of receiving enrollment certificate from Region XX

**While all applications will be reviewed, not all applicants will be interviewed.
NORTH EAST INDEPENDENT SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER**

To apply, please visit the following website:

http://www.neisd.net/HR/Applicants/Positions_Available.html

For online application assistance please call (210) 407-0188- 8:00 AM- 4:30 PM Monday - Friday.