

Manor Independent School District

Transportation Router (349)

JOB POSTING

Job Details

Title **Transportation Router**
Posting ID **349**
Description **Job Title:** Bus Router
 Department/Campus: Transportation
 Pay Grade: NonExempt

Primary Purpose:

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

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 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 certified school bus driver

Essential Job Functions:

- Layout and schedule all district bus routes in accordance with Texas Education Agency guidelines. Ensure that all changes or additional bus runs are consistent with district policies, guidelines, and procedures.
- Assign bus drivers, bus routes, vehicles, and driver substitutes for morning and afternoon shifts as directed by the transportation director.
- Post route schedules and state required route descriptions. Ensure that an accurate description of the morning and afternoon route is carried on each bus.
- Process requests and arrange for extracurricular transportation
- Prepare and update district maps showing areas served by each bus. Distribute maps to schools and to the public as directed.
- Dispatch drivers and vehicles.
- 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. Help campuses to place new students on buses and advise drivers of new or dismissed students.
- Respond to complaints about transportation services and address issues when appropriate. Redirect calls to transportation director as needed.
- Process driving and safety records of all new applicants.
- Serve as substitute bus driver as needed
- Report to work in a timely manner according to assigned schedule.

- Perform other duties as assigned by the supervisor or other administrator that are consistent with the general requirements and qualifications for the position.

Shift Type **Full-Time**
Salary Range **\$17.20 - \$20.98 / 226 days / Per Hour**
Location **Transportation**

Applications Accepted

Start Date **02/28/2018**