

Hays Consolidated ISD

Coordinator of Routing Services - Transportation (21320958)

JOB POSTING

Job Details

Title **Coordinator of Routing Services - Transportation**
Posting ID **21320958**
Description **Wage/Hour Status:** Exempt
Pay Grade: BP03 (230 Days)

Primary Purpose:

Responsible for creating, informing, maintaining and modifying school bus routes for over 19,000 students operating from two (2) terminals. Maintains constant communication with school administrators and parents concerning bus route schedules. Daily coordination of all bus routes to ensure that they are all running as scheduled with a certified driver. Keep and update all route information pertaining to the TEA state reports for Hays CISD transportation funding.

Qualifications:

Education/Certification:

Valid Texas Commercial Driver License with Passenger and School Bus endorsements.
Valid Texas School Bus Driver Certification.
High school diploma or equivalent.
Must pass school bus driver physical examination for physical and emotional stability.
Must be able to read, write and speak English.
Certified Drug/Alcohol Awareness Program Supervisor.
Texas Association for Pupil Transportation Supervisor or Official certification desired.

Special Knowledge/Skills:

Effective verbal and written communication.
Problem solving abilities.
High Level of proficiency with Microsoft Excel, Word, Outlook and Publisher.
Documentation and record keeping procedure abilities.
Strong organizational skills.
Knowledge of the roads, subdivisions, campuses, attendance zones and boundaries and individual school programs.
Knowledge and ability to assist with the preparation of specific state and federal reports.
Ability to interpret ARD's as it effects transportation.
Make responsible decisions in an emergency situation.
Knowledge of Texas Education Agency (TEA) rules and regulations concerning school bus routing.
Ability to implement 49 CFR Part 382, Drug and Alcohol Testing Requirements.
Ability to make critical decisions in high pressure situations; ability to handle multiple tasks simultaneously.

Experience:

Five years applicable transportation experience

Major Responsibilities and Duties:

1. Coordinate and develop all district bus routes in accordance with TEA guidelines.
2. Monitor ridership of bus routes and create new routes when needed.
3. Create ridership list for each route for TEA state report.
4. Provide guidance to lead drivers in the planning, coordinating, and accomplishment of on-going routing functions.
5. Coordinate all extended school year routes.
6. Attend ARD meetings when necessary.
7. Coordinate attendance zones with district administration.
8. Identify hazardous and walk-to-school zones.
9. Provide guidance to lead drivers in the daily dispatching functions.

- 10. Monitor traffic and weather conditions.
- 11. Coordinate daily bus operations to ensure all routes are covered.
- 12. Coordinate loading/unloading with each campus.
- 13. Use the two-way radio for verbal instruction and communication with bus drivers and district staff.
- 14. Prepare and submit TEA Route Services Report (RSR) as required.
- 15. Serve as a substitute or extra-curricular trip driver of bus support when needed and meet all bus driver or support performance responsibilities.
- 16. Perform other duties as assigned.

Supervisory Responsibilities:

Supervise and evaluate performance of Operations Specialists, Lead Drivers, and other designated employees.

Equipment Used:

School bus and all related equipment, personal computer, transportation operations software programs, copier, adding machine, telephone, two-way radio, fax machine, TV/DVD/VCR, and camera.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

While performing the duties of this job, the employee is regularly required to walk; sit; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, and crouch for extended periods of time; and talk, hear, and smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. May require working and driving in adverse weather and/or road conditions. Work involves exposure to hazardous liquids and fumes. The work environment has frequent interruptions. Rescheduling and rearranging to meet unexpected changes is frequently required. Work is subject to deadlines. Maintaining emotion control under stress will be required. This position requires repetitive hand motions and prolonged use of the computer. Ability to effectively present information and respond to questions, inquiries, and/or complaints, display courtesy, tact and respect when dealing with others. Perform multitasking on more than one project at a time.

Shift Type

Full-Time

Salary Range

226.37 Daily - 276.06 Daily / Salary (Exempt)

Location

Transportation

Applications Accepted

Start Date

03/29/2018

End Date

04/09/2018