



## Allen Independent School District

**TITLE:** Routing and Mapping Specialist

**WAGE/HOUR STATUS:** Non-Exempt

**REPORTS TO:** Director of Transportation

**Pay Grade:** 407

**DEPT/SCHOOL:** Transportation

**Date Revised:** June 2018

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### **JOB GOAL:**

This position involves routing and mapping skills necessary to prepare official Allen ISD zoning and routing maps and the constant updating and revising of said maps. Coordinate routing of pupil transportation for regular needs programs districtwide to ensure safe, efficient, timely, and economical transportation services. Employees in this classification possess broad knowledge of the principles and practices applied to the development and presentation of mapping and school bus routing data.

### **QUALIFICATIONS:**

#### **Education:**

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 (Transfinder), spreadsheets, and databases and effectively use 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

#### **Job Skills:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

#### **Problem Solving Abilities:**

Solve practical problems and deal with a variety of several abstract and concrete variables.  
Interpret a variety of instructions furnished in written, oral, diagram, maps or schedule form.  
Interpret complex and detailed technical data. Ability to participate in development of policy, programs, plans, or procedures, Study manual work process to determine most effective methods for essential tasks.

#### **Specialized Skills and Abilities:**

Use all mapping tools, mapping software and research complicated mapping descriptions.  
Working knowledge of computer based mapping software (Transfinder). Remain calm in stressful situations. Take a teamwork, service minded approach to the job.



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Such alternatives to the above qualifications as the administration may find appropriate and acceptable.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

#### **Essential Functions:**

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

1. Researches and prepares all mapping information for special use variances, routing and zoning change requests utilizing geographic information system (GIS) on the districts mapping system (Transfinder).
2. Layout and schedule all district regular needs 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.
3. Post route schedules and state required route descriptions. Ensure that an accurate description of the morning and afternoon route is carried on each bus.
4. Assists the school district with any problems related to district mapping information or any other zoning and routing matters.
5. 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.
6. Respond to complaints about transportation services and address issues when appropriate.
7. Serve as substitute bus driver as needed.
8. Performs all other duties as assigned by the superintendent or designee.

#### **Customer Service:**

This is a front-line position for providing excellent customer service to members of the general public and other district employees. Personal contact occurs with other employees of the transportation department, employees of other departments in the district, City of Allen, Collin County, citizens, and customers of the department. Service is provided in person and by phone contact.

#### **Supervision:**

This position has no supervisory responsibilities.



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### **EQUIPMENT USED:**

Operate a computer, mapping tools, Transfinder Software, GIS computer applications, calculator, telephone, fax machine, copy machine, and other general office equipment in the completion of the tasks of the position.

### **WORKING CONDITIONS:**

#### **Mental Demands:**

Ability to communicate effectively (verbal and written); ability to operate computer; maintain control under stress.

#### **Physical Demands:**

While performing the duties of this job, the employee will occasionally be required to use hands to finger, handle or feel, reach with hands and arms, and lift up to twenty-five pounds; will regularly be required to drive district vehicle, stand, walk, and sit; and will frequently be required to talk and listen and hear.

#### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level for this environment will be moderate.

### **TERMS OF EMPLOYMENT:**

The Routing and Mapping Specialist works Twelve (12) months and is paid once per month. Salary is to be established by the Board.

### **EVALUATION:**

Evaluation of job performance is a continuous process designed to improve the quality of work performed. Performance evaluations shall be conducted in accordance with the provisions of policies pertaining to Evaluation of Auxiliary Personnel.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and not an exhaustive list of all responsibilities, duties, and skills that may be required.

The employee's signature indicates receipt of copy of job description.

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Name

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Date

\_\_\_\_\_  
Signature