

# Judson ISD

## Automated Bus Routing Specialist II - Transportation Department (2018-2019) (16317)

### JOB POSTING

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#### Job Details

Title Automated Bus Routing Specialist II - Transportation Department (2018-2019)

Posting ID 16317

Description **JOB DESCRIPTION**

Title **Automated Bus Routing Specialist II**

Department **Transportation**

Reports To **Transportation Supervisor**

Compensation **ACP 207**

Days **226**

Revised: 07/23/2018

2018-2019

#### **PRIMARY PURPOSE:**

Schedules and plots transportation routes for the regular and summer school year considering given variables such as hazards, distances, bus capacities, classroom size, etc

#### **QUALIFICATIONS**

##### **Education and Certification Requirements**

- High school graduate or GED equivalent
- Must be 21 years of age or older
- Possess current Texas Commercial Driver's License (Class B)
- Possess current Texas School Bus Driver Certification, and/or be enrolled in the next available class
- Candidate must have satisfactory outcome of fingerprinting background check

##### **Knowledge and Skills**

- Knowledge of word processor, data files and spread sheets
- Knowledge of Transfinder Routing software
- Proficient computer comprehension with experience in windows environment
- Ability to learn and manage specialized software
- Ability to interpret maps and design efficient bus routes
- Ability to operate bus
- Ability to manage student behavior with knowledge of student discipline procedures
- Ability to pass alcohol and drug test

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

*(The following statements describe the general purpose and responsibilities assigned and should not be construed as an exhaustive list of all responsibilities, skills, efforts, or working conditions that may be assigned or skills that may be required.)*

- Provide bus drivers with accurate and up-to-date bus run/route information to include an accurate and current list of eligible students at each stop
- Schedule and plot transportation routes for ESL, bilingual, regular and special education
- Initialize bus stops and clusters to form bus run and combines to form bus routes
- Coordinate all bus stop and bus route information with drivers, dispatchers, and school administration
- Research and verify accurate address ranges for the district
- Maintain accurate and up-to-date maps for each school campus using guidelines put down by school administration/Board of Education
- Assist with establishing school attendance zones
- Supervise the safety and efficiency of the bus routes
- Insure that all bus stops are located at the safest point
- Provide reports/ information to other departments relative to attendance boundaries and busing of students

- Respond to inquiries and participate in conferences with parents, patrons, school administrators on issues concerning transportation routing matters
- Conduct or attend meetings associated with transportation departmental personnel to clarify/correct operational/functional issues
- Compile route descriptions for annual TEA reports
- Serve as back up and assists with operation and maintenance of time clock and fueling programs
- Assist Dispatcher/Secretary with the telephone and radio dispatch duties as needed
- Drive a school bus with or without students on board
- Maintain a consistent professional demeanor and appearance
- Ensure compliance with the Texas Educator's Code of Ethics
- Daily attendance and punctuality at work are essential functions of the job

**Supervisory Responsibilities:**

Supervise the routing office staff

**Equipment Used:**

- Office equipment – personal computer, printer, calculator, multi-line telephone, software programs and peripherals, copier, fax, and other equipment applicable to position
- Communication equipment – radio communication equipment
- School bus, safety equipment (flares, reflective signs), fire extinguisher

**Mental Demands:**

- Ability to read, concentrate, communicate (verbally and written), interpret, reason, understand verbal instructions, memorize, coordinate, compile, compute,
- Work with frequent interruptions and maintain emotional control under stress

**Physical Demands:**

- Frequent: Sitting, standing, walking, climbing stairs and/or ramps, balancing, stooping, kneeling, crouching, crawling, pulling, pushing, reaching, repetitive hand motions, hearing, speaking clearly, visual acuity, distinguishing colors, driving, traveling.
- Occasional: Lifting, moderate, 15-44 pounds

**Environmental Factors:**

- Frequent exposure to: temperature extremes (hot and cold), humidity extremes, noise, low or intense illumination, vibration
- Occasional exposure to: biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc.)
- Work outside, work around moving objects or vehicles, work on uneven surfaces, work alone, work prolonged or irregular hours

**Nondiscrimination Statement:**

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.

*Shift Type*      **Full-Time**

*Salary Range*      **\$17.56 / Funding - Local**

*Location*      **Transportation**

**Applications Accepted**

*Start Date*                      **09/05/2018**