San Benito Consolidated Independent School District

Human Resource Office
240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title:	Operation Route Specialist	**Exemption Status:**	Non-Exempt
Reports to:	Director of Transportation	**Pay Grade:**	07
Works with:	District Personnel	**Days:**	260
Dept. /School:	Transportation Department	**Date Revised**	03/04/2020

Primary Purpose:

Manage and coordinate the implementation of the district's bus routes in order to ensure students safely transported to and from school. Oversee the department's technology software and equipment needs in order to maintain efficient bus routes.

Prerequisites:

- High School Diploma or GED;
- Clear and Valid Texas commercial driver's license with Passenger (P) and School Bus (S) Endorsement; and
- Professional Certification or training in Routing Software.

Special Knowledge/Skills:

- Ability to direct and manage operations of large fleet of vehicles
- Ability to interpret systems data
- Ability to develop efficient route schedules, spreadsheets, and reports
- Ability to coordinate district field trips
- Ability to understand policy and procedures
- Ability to understand financial software to maintain route efficiency
- Effective organizational, communication, and interpersonal skills
- Fluent in both English and Spanish

Major Responsibilities and Duties:

1. Prepare and update bus routes and schedules for all schools in district and develop plan to meet future transportation needs with the use of routing software in accordance with TEA guidelines. Ensure that all changes or additional bus runs consistent with district policies, guidelines, and procedures.
2. Serve as a route safety officer to ensure routes and bus stops established are the safest option for our students.
3. Assign bus drivers, bus routes, vehicles, and driver substitutes for morning and afternoon shifts as directed by the transportation director.
4. Post route schedules and state required route descriptions. Ensure that an accurate descriptions of the morning and afternoon route is carried on each bus.
5. Process transportation for extracurricular activities and special programs.
6. Respond to after-hours emergency calls as needed. Operate bus and deliver buses to drivers when breakdowns occur.
7. Notify bus drivers, schools, and public of any changes in bus routes and schedules.

8. Train and assist campus personnel in field trip request by using routing software.
9. Assist campuses place new students on buses and advise drivers of new or dismissed students.
10. Assists with preparation and updates of district maps showing areas served by each bus.
11. Process driving and safety records of all new applicants.
12. Dispatch drivers and vehicles.
13. 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.
14. Train and assist campus personnel in field trip request by using routing software.
15. Respond to complaints about transportation services and address issues when appropriate. Redirect calls to Director of Transportation as needed.
16. Implement federal and state law, State Board of Education rule, and board policy in transportation department.
17. Compile, maintain, file, and present all physical and computerized reports, records, and other documents required in transportation area.
18. Develop training options and improvement plans to ensure exemplary operation of transportation department.
19. Comply with applicable personnel policies and procedure.
20. Prepare data necessary to process transportation payroll.
21. Maintain current inventory software and assist with training, implementation and optimal use.
22. Assist Director conduct school bus behavior and safety presentations at campuses.
23. Advise administration about inclement weather conditions that may result in the closing of schools or road hazards.
24. Help with gathering information in investigations of school bus accidents and student safety violations.
25. Help organize and conduct training programs to promote a safe work environment.
26. Perform disaster duty as needed (hurricanes, earthquakes, blizzards, etc.)

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals; school bus; two way radio; safety equipment including but not limited to flares, reflective signs, and fire extinguisher.

Posture: Prolonged sitting; frequent standing and twisting; occasional bending/stooping, pushing/pulling

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching; prolonged driving; moderate walking; climbing stairs; grasping/squeezing, wrist flexion/extension, and reaching

Lifting: Limited light lifting and carrying (less than 15 pounds) on a daily basis

Environment: Frequent exposure to extreme hot and cold temperatures, noise, and vehicle fumes; regularly work irregular hours, and occasionally work prolonged hours

Mental Demands: Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____ Date _____

Administrator Signature: Nate Carman Ed.D. Date 3/5/2020