

## **Killeen Independent School District Job Description**

**Job Title:** Transportation Routing Foreman  
**Reports To:** Transportation Routing Specialist  
**FLSA Status:** Non-exempt

### **SUMMARY**

Develops and revises bus routes to transport students and other passengers. Serves as system administrator for District routing software program.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following and other duties that may be assigned.

Develops bus routes based on student enrollment and attendance boundary zones; assigns students to bus routes, to include Ft. Hood bus routes.

Provides updated descriptions of bus routes reflecting changes in attendance boundaries.

Maintains a roster of students for reporting purposes and eligibility requirements.

Coordinates with the District demographer for periodic updates to the student database and attendance zones.

Maintains communication with the dispatcher, schools, the public, and students regarding bus route issues and changes.

Provides route rosters and other data supporting preparation of state and local transportation reports.

Acts as liaison with District computer services office and commercial routing software vendor to maintain proper software and hardware operations, to include installation of software updates.

Train appropriate District personnel in the use of routing software report generation capabilities. Develop, modify, and maintain reports required for campus, administrator, and transportation record purposes. Trains others using district automated routing system when feasible.

Maintains currency of District routing software map through coordination with local municipalities and Ft. Hood.

Develops and maintains training program and conducts training to support routing software users throughout the District.

Performs general office administrative duties as required.

Serves as a substitute bus driver or monitor as needed, performing duties and functions of these positions and maintaining all licenses and certifications required to perform these duties.

Acts as substitute dispatcher; operate two-way radio equipment and communicate information required for continuing operation of all transportation functions. Use Radio Communication Log to record important events and time of occurrence.

Assists in receiving and completing Call In Log forms and routing them and other operations information to appropriate operations and administrative personnel. Assists in preparation of departmental reports such as student misconduct referrals and state and local transportation reports.

Makes presentations during driver in-service training and small group meetings and assists in department-wide staff development programs as needed.

Investigates incidents and conducts or recommends follow-up training as needed.

Assists with enforcement of administrative policies, procedures, safety rules, and governmental regulations.

Assists with equipment procurement process by reviewing specifications and conducting product evaluations.

Performs such other tasks as may be assigned by the Transportation Routing Specialist or the Director of Transportation Services.

### **SUPERVISORY RESPONSIBILITIES**

This position assists in the supervision of the driver and monitor staff.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. There may be alternatives to the qualifications as the Board of Trustees may find appropriate.

### **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED), and five years related experience and/or training; or equivalent combination of education and experience.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak clearly and effectively over a radio communications system, before groups of students and sponsors, and before groups of customers or employees of the organization.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply and compute solutions to develop and interpret population growth trends as they relate to bus routes.

### **COMPUTER SKILLS**

This position requires that the employee be able to operate an IBM-compatible computer, utilizing the District's standard software products and automated routing software, plus any additional software that may be unique to the position. The employee must also possess advanced computer skills and the ability to maintain a database of student information.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists and in a fast-paced, high-pressure environment. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Advise

and direct routing changes based on an evaluation of variables and interpretation of existing conditions and requirements.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Texas Commercial Driver's License (Class A or B) with passenger and air brake endorsements. Current state school bus driver certification certificate issued by the Texas Department of Public Safety.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job; a demonstration of the ability to perform these physical activities may be required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Continual sitting, reaching, and repetitive hand and arm motions. While performing the duties of this job, the employee is frequently required to talk and hear; stand; use hands to finger, handle, or feel; and reach with hands and arms. Frequent walking, stooping, bending, kneeling, crouching, crawling, pushing and pulling. Moderate lifting and/or carrying up to 50 pounds or more. Ability to occasionally operate a motor vehicle and operate wheelchair lifts, ramps, and securement locks. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus during the hours of daylight and darkness.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Although the primary work environment is in an office setting, the duties of this job require the employee to occasionally be exposed to wet and/ or humid outside conditions; moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; and vibration. The noise level in the work environment is usually moderate.

### **OTHER QUALIFICATIONS**

Must be 20 years of age. Must have acceptable driving record according to Texas Education Agency and Texas Department of Public Safety standards. Must pass pre-employment drug test (and subsequently participate in random drug and alcohol testing program) and pre-employment physical. (While employed, physicals will be taken annually.) Must also initially complete Texas School Bus Driver Certification Course (20 hours) and subsequently the Texas School Bus Driver refresher course (8 hours) every three years.

Ability to read and interpret maps and draw maps in a software environment. Possess an adequate knowledge of the Fort Hood, Killeen, Harker Heights, and Nolanville areas, including all school locations and major streets.

**Revised Date:** May 31, 2016

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