

**Killeen Independent School District
Job Description**

Job Title: Transportation Scheduling Foreman
Reports To: Transportation Operations Specialist
FLSA Status: Non-exempt

SUMMARY:

Schedules, directs, and supervises transportation operations for extra- and co-curricular activities sponsored by the District, allowing District students to take full advantage of academic, athletic, and field-based instructional opportunities.

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

Supervises Activity Driver Staff, making sure that activity trip time schedules are met and that the appropriate documentation is maintained. Maintains equality of weekly working hours among Activity Trip drivers. Evaluates driver personnel; coaches, mentors, and counsels employees.

Schedules Activity Trips as requested from District campuses, allowing the students and sponsors to optimally participate in field-based instruction trips, co- or extra-curricular activity trips, and competitive events.

Communicates with District personnel in scheduling District activities such as fine arts presentations, parades, and various student activities requiring student transportation.

Schedules staff travel vans and assists in the "make ready" for each prior to its usage.

Investigates causes of customer complaints and responds accordingly.

Organizes data received from drivers and other management personnel and assists in the preparation of state and local reports.

Reviews and analyzes operations reports to determine need for expansion of existing schedules. Prepares recommendations for management evaluation.

Confers and cooperates with other District personnel in formulating activity trip schedules.

Recommends capital expenditures for acquisition of new equipment to increase efficiency and services as well as the requisition of equipment, materials, and supplies within limits of the department budget.

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

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

Confers and cooperates with other management personnel in formulating administrative and operational policies and procedures.

Enforces compliance with administrative policies, procedures, safety rules, and governmental regulations.

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; operates two-way radio equipment and communicates information required for continuing operation of all transportation functions. Uses 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 student misconduct referrals.

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

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

SUPERVISORY RESPONSIBILITIES:

This position assists in supervising 18 activity trip drivers and assists in the supervision of the driver 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. Two years experience as a school bus driver preferred.

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.

COMPUTER SKILLS:

This position requires that the employee be able to operate an IBM-compatible computer, utilizing the District's activity trip scheduling software.

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.

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 operations based on evaluation of variables presented and interpretation of applicable instructions.

CERTIFICATES, LICENSES, REGISTRATIONS:

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

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 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 or older. 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.

Revised Date: June 9, 2021

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.