Killeen Independent School District
Job Description

Job Title: Routing Specialist
Reports To: Director for Transportation Services
FLSA Status: Exempt

SUMMARY
Supervises all activities and functions pertaining to the provision of school bus transportation for all eligible student bus riders in the district.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Coordinates district bus routing.

Coordinates bus support for special education activity trips.

Coordinates closely with the Special Education Office and schools that have special needs students.

Oversees preparation and updating of bus routes and scheduling utilizing the district's data management equipment.

Manages special needs route descriptions for drivers and those required by state agencies.

Coordinates school bus assignments, time schedules, and route rosters with the school campuses and drivers for all programs.

Assists in the coordination of student pick-up and drop off times, including those of special programs, and monitors amount of time the students are riding buses.

Coordinates transportation requirements for homeless students both within the district and with adjoining districts, as required.

Maintains student information and transportation data.

Makes recommendations concerning long-term bus assignment and usage, driver assignments, monitor assignments, and configuration of special needs buses.

Makes recommendations concerning disciplinary actions regarding special needs drivers and monitors.

Makes recommendations to departments as to the locations of special needs programs to maximize transportation support.

Assists with school bus emergency evacuation training as required.

Supervises activities and functions of the early shift as pertains to assigning drivers to routes and dispatching buses for the morning runs.

Coordinates with appropriate departments in the district to ensure, safe, timely, and efficient transportation operations.
Assists in investigating unauthorized stops, complaints or unsafe hazardous situations.

Assists in the preparation of state and local transportation reports.

Assists in district boundary planning and enrollment projections as requested.

Assists in operating the district's bus routing software system.

Assists in the training program as required.

Makes recommendations concerning employee performance.

Attends conferences and meetings (both in and outside the district) to enhance professional development and growth.

Performs such other tasks as assigned.

SUPERVISORY RESPONSIBILITIES
Responsible for the overall direction, coordination, and evaluation of the transportation routing section. Supervises the Routing Foremen and subordinate drivers and monitors providing transportation of special needs and special program students within the district. Carries out supervisory responsibilities in accordance with organization policies and applicable laws. Responsibilities include interviewing, recommending for hire, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; and addressing complaints and resolving problems.

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.

EDUCATION and/or EXPERIENCE
Bachelor's Degree preferred and three years of transportation experience required.

CERTIFICATES, LICENSES, REGISTRATIONS
Must be able to obtain and maintain a valid Texas Commercial Driver's License (Class A or B) with passenger (P) and school bus (S) endorsements; and obtain and maintain a current state school bus driver certification issued by the Texas Department of Public Safety. Texas Association for Pupil Transportation (TAPT) certification preferred.

Must be 21 years of age and have acceptable driving record according to Texas Education Agency and Texas Department of Public Safety standards. Must be able to pass pre-employment drug test and physical. Must pass physical annually and participate in random drug and alcohol testing. Must complete Texas School Bus Driver Certification Course (20 hours) and the Texas School Bus Driver Refresher Course (8 hours) every three years.

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.

**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.

**MENTAL DEMANDS/PHYSICAL DEMANDS ENVIRONMENTAL FACTORS**

**Standard office equipment:** Must be able to operate a computer, utilizing the district’s standard
software products, plus any additional software that may be unique to the position. Ability to
utilize basic computer skills for maintaining data system used within the department.

**Posture:** Prolonged sitting; regular kneeling/squatting, bending/stooping, pushing/pulling, twisting

**Motion:** Repetitive hand motion; frequent keyboarding and use of mouse; regular walking,
grasping/squeezing, wrist flexion(extension), reaching; may climb ladders

**Lifting:** Regular moderate lifting and carrying (up to 44 pounds); occasional heavy lifting and carrying
(45 pounds and over)

**Environment:** Occasional prolonged and irregular hours, on-call and after-hours work, districtwide
travel.

**Mental Demands:** Work with frequent interruptions; emotional control under stress

**Revised Date:** August 31, 2022

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.