



**JOB DESCRIPTION**  
**Automated Bus Routing Specialist II**

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The Automated Bus Routing Specialist II under the direct supervision of the Coordinator of Transportation, schedules and plots transportation routes for the regular and summer school year considering given variables such as hazards, distances, bus capacities, classroom size, etc.

**EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:**

- High School Diploma or GED
- Valid Texas Commercial Driver's license (Class B)

**ADDITIONAL REQUIREMENTS:**

- Ability to pass Human Performance Exam (HPE)
- Must be 21 years of age or older
- Possess current Texas Commercial Driver's License
- Possess current Texas School Bus Driver Certification, and/or be enrolled in the next available class

**KNOWLEDGE / SKILLS / ABILITIES:**

- 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

**DUTIES AND RESPONSIBILITIES:**

1. Provides 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.
2. Schedules and plots transportation routes for ESL, bilingual, regular and special education.
3. Initializes bus stops and clusters to form bus run and combines to form bus routes.
4. Coordinates all bus stop and bus route information with drivers, dispatchers, and school administration.
5. Researches and verifies accurate address ranges for the district.
6. Maintains accurate and up-to-date maps for each school campus using guidelines put down by school administration/Board of Education.
7. Assists with establishing school attendance zones.
8. Provides reports/ information to other departments relative to attendance boundaries and busing of students.
9. Supervise the safety and efficiency of the bus routes
10. Insure that all bus stops are located at the safest point
11. Respond to inquiries and participate in conferences with parents, patrons, school administrators on issues concerning transportation routing matters
12. Conduct or attend meetings associated with transportation departmental personnel to clarify/correct operational/functional issues
13. Compiles route descriptions for annual TEA reports.

14. Serves as back up and assists with operation and maintenance of time clock and fueling programs.
15. Assists Dispatcher/Secretary with the telephone and radio dispatch duties as needed.
16. Drives school bus with or without students onboard on an as needed basis.
17. 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 required.

**WORKING CONDITIONS:**

**MENTAL DEMANDS:** Ability to concentrate, communicate, interpret procedures, reason, understand verbal instructions, differentiate, memorize, read, coordinate, compile, compute, instruct, and maintain emotional control under stress.

**PHYSICAL DEMANDS:** Ability to lift and/or carry moderate weight (15-44 pounds or more), sit, stand, walk short distances, climb ladders, balance, stoop, kneel, crouch, pull, push, reach, hear, speak, maintain visual acuity, distinguish colors, and drive a bus. Ability to work inside, with noise, and with low or intense illumination.

**SUPERVISORY RESPONSIBILITIES:**

Supervise the routing office staff

**EQUIPMENT USED:**

Basic office equipment, school bus, safety equipment (flares, reflective signs), fire extinguisher

**Manual Trades Pay Grade: 7**

**Salary Range: \$13.68 min./ \$17.10 mid./ \$20.52 max.**

**Days: 226**

**Wage/Hour Status: Nonexempt**

**Updated: August 19, 2008**

*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.*