Belton Independent School District
Job Description

Job Title: Router **FLSA Status:** Nonexempt, 226 days

Reports to: Director of Transportation **Pay Grade:** Aux 4.1

Dept./School: Transportation **Date Revised:** 06/13/2023

Primary Purpose:

Develop and implement bus routes that are cost effective and meet the needs of students and the District. Assist with daily operation of the Transportation office and provide clerical services to the Director of Transportation.

Qualifications:

Education/Certification:
GED or High School Diploma
Texas Driver's License
CDL with P and S Endorsement (Preferred)

Special Knowledge/Skills:
Ability to comprehend instructions, correspondence, and memos
Ability to communicate effectively
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
Ability to carry out instructions furnished in written, oral, or diagram form
Ability to deal with problems involving several variables
Proficient typing, word processing, and file maintenance skills
Must be able to use a computer, printer, copier, fax machine, and calculator
Ability to use software to develop spreadsheets, databases, and to word process
Effective organizational, communication, and interpersonal skills
Knowledge of transportation and bus routing principles

Experience:
Three (3) years of experience working in a transportation setting or department (Preferred)

Major Responsibilities and Duties:

Clerical

1. Prepare correspondence, memorandums, forms, requisitions, and reports for Transportation department.

2. Keep up-to-date files for all student transportation. Compile pertinent data as needed for state reports.

3. Maintain appropriate student records as needed.

4. Maintain physical and computerized departmental files on transportation issues, including bus incident reports and trip forms.

5. Answer incoming calls, take messages, and route them to appropriate staff.

6. Handle questions and requests that fall within level of responsibility.

7. Input student and staff information in computer.

8. Welcome all visitors and handle their requests or refer them to appropriate personnel.

9. Maintain effective rapport with general public and handle any problems or concerns in prompt and courteous manner.

Routing Responsibilities

10. Layout and schedule district bus routes in accordance with Texas Education guidelines. Ensure that all changes or additional bus runs are consistent with district policies, guidelines, and procedures. Receive and process routing requests for students and groups of students.

11. Post routes schedules and state required route descriptions. Ensure that an accurate description of the morning and afternoon route is carried on each bus.

12. Prepare and update district maps showing areas served by each bus. Distribute maps to schools and to the public as directed.

13. Receive and process transportation request paperwork to route students using the routing software system.

14. 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. Help campuses to place new students on buses and advise drivers of new or dismissed students.

15. Coordinate and schedule all summer school routes.

16. Address issues and concerns that arise related to routing of busses within in your level of responsibility.

17. Assist in the planning and assigning of staff and routes for field trips.

18. Drive a school bus over an assigned route in accordance with time schedule (as needed and with appropriate license).

19. Read maps, follow routes, use two-way radio, understand and carry out written and oral instructions.

Reporting and Compliance

20. Compile pertinent data as needed when preparing various state and local reports.

21. Maintain confidentiality of information.

Other

22. Respond to complaints about transportation services and address issues when appropriate. Redirect calls to transportation director as needed.

23. Respond to emergency calls as needed.

24. Perform other such tasks that may be assigned by the director.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals, copy machine, occasionally drive District vehicle

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

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching; frequent step climbing

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Occasional districtwide travel; occasional prolonged hours

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

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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.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Revised: June 2023
Prepared By: Belton ISD Human Resources Department