



Longview Independent School District

JOB DESCRIPTION ROUTE COORDINATOR

JOB TITLE:	Route Coordinator	WAGE/HOUR STATUS:	Non-Exempt
REPORTS TO:	Director of Operations	TERMS:	226 Days
DEPARTMENT:	Transportation	PAY GRADE:	Paraprofessional 4

PRIMARY PURPOSE:

Supervise and coordinate bus drivers and routing of pupil transportation district-wide; assign and schedule bus drivers' routes, and vehicles to ensure safe, efficient, and economical transportation services

QUALIFICATIONS:

Minimum Education/Certification:

Clear and valid Texas commercial driver's license with passenger (P) and school bus (S) endorsements
High School diploma or GED
Must be 18 years of age

Experience:

Two years experience as route scheduler and supervisor, preferred

Special Knowledge/Skills and Abilities:

- Ability to use personal computer and software to develop route schedules, spreadsheets and databases and do word processing
- Ability to read and understand documents including policies and procedures manuals
- Ability to receive and give written and verbal instructions
- Ability to pass alcohol and drug tests and annual physical examination
- Effective organizational and communication skills
- Ability to operate bus



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MAJOR RESPONSIBILITIES AND DUTIES:

Routes and Schedules

1. Assist the director with the development of bus routes in accordance with Texas Education Agency guidelines
2. Supervise and coordinate and approve all adjustments to or additions of bus runs to ensure consistency with district policies, guidelines, and procedures
3. Handle all assignments of bus drivers, bus routes, vehicles, and substitutes for morning and afternoon shifts
4. Supervise and/or assist with or coordinate extracurricular transportation
5. Prepare data required to plan bus route and post route schedule in the Transfinder Bus Routing System
6. Supervise and assist with or prepare special education bus routes and ensure that drivers maintain a route folder with accurate descriptions of their morning and afternoon routes
7. Supervise and assist with developing all summer school routes
8. Supervise and assist with updating district maps showing areas served by each bus
9. Distribute maps to schools and within the district as directed
10. General state required route descriptions and maintain computerized files and database

Communication

11. Dispatch drivers and vehicles and communicate with them using a telephone and two-way radio
12. 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
13. Maintain good public relations with students and school personnel
14. Communicate with students, parents, staff, and community about their complaints with drivers, buses, routes, and safety



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MAJOR RESPONSIBILITIES AND DUTIES:

Communication

15. Communicate with drivers about problems or concerns they have with parents, students, teachers, and coworkers
16. Interact with special program administrators and school officials concerning transportation of special education students
17. Help campuses to place new students on buses and advise drivers of new or dismissed students

Other

18. Handle driving and safety records of all new applicants
19. Comply with district policies, as well as state and federal laws and regulations
20. Adhere to the district's safety policies and procedures
21. Maintain confidentiality in the conduct of district business
22. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
23. Demonstrate regular and prompt attendance
24. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

Employees in this classification are responsible for scheduling, assigning and supervising all district bus drivers; duties include supervising and assisting assignment and schedule bus drivers' routes, and vehicles to ensure safe, efficient and economical transportation services. This is a supervisory level classification in the Transportation Division.

EQUIPMENT USED:

Radio communication equipment, computer and peripherals, and intercom system



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WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus; frequent light lifting and carrying (15 pounds); occasional moderate lifting and carrying (15-44 pounds).

Clear speech; ability to drive school bus; early shift work; frequent prolonged and irregular hours;

EVALUATION:

Paraprofessional Evaluation

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: Aug., 2019