

MABANK ISD

Bus Route Coordinator, Transportation Clerk/Trainer

Coordinate assignments and schedules of bus drivers, routes, and vehicles to ensure safe, efficient, and economical transportation services.

Routes and Schedules

1. Assist or handle assignments of bus drivers, bus routes, vehicles, and substitutes for morning and afternoon shifts.
2. Assist with or coordinate extracurricular transportation.
3. Prepare data required to plan bus route and post route schedule.
4. 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.
5. Coordinate and schedule all summer school routes.
6. Prepare and update district maps showing areas served by each bus. Distribute maps to schools and within the district as directed.
7. Write, schedule, and keep regular routes up-to-date in computer.

Communication

8. Dispatch drivers and vehicles and communicate with them using a telephone and two-way radio.
9. 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.
10. Maintain good public relations with students and school personnel.
11. Communicate with students, parents, staff, and community about their complaints with drivers, buses, routes, and safety.
12. Communicate with drivers about problems or concerns they have with parents, students, teachers, and coworkers.
13. Interact with special program administrators and school officials concerning transportation of special education students.
14. Help campuses to place new students on buses and advise drivers of new or dismissed students.

Vehicle Operation

15. Serve as substitute bus driver.
16. Handle driving and safety records of all new applicants.

Supervisory Responsibilities:

None.

Equipment Used:

Radio communication equipment, computer, and intercom system.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Clear speech; ability to drive school bus; repetitive hand motions; early shift work

Education/Certification:

High school diploma or GED

Valid Texas commercial driver's license

Special Knowledge/Skills:

Effective telephone and communication skills

Ability to receive and give verbal instructions effectively

Ability to pass alcohol and drug test

Proficient map reading skills