



## Flour Bluff Independent School District Job Description

**JOB TITLE:** Transportation Clerk

**WAGE/HOUR STATUS:** Nonexempt

**NUMBER OF DAYS:** 240

**REPORTS TO:** Transportation Supervisor

**DATE REVISED:** 01/2025

**PRIMARY PURPOSE:**

- Coordinate routing of pupil transportation for regular and special needs programs districtwide to ensure safe, efficient, timely, and economical transportation services.

**Minimum Education / Certification:**

- High School Diploma or G.E.D.

**Special Knowledge Skills:**

- Ability to use 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 U.S. Department of Transportation alcohol and drug tests and annual physical exam.
- Effective organizational, communication, and interpersonal skills.
- Clear speech.

**MAJOR RESPONSIBILITIES AND DUTIES:**

**Routes and Schedules:**

1. Assist or handle assignments of bus drivers, bus routes, vehicles, and substitutes for morning and afternoon shifts.

2. Prepare data required to plan bus route and post route schedule.
3. Coordinate and schedule all summer school routes.
4. Prepare and update district maps showing areas served by each bus. Supply maps to campuses.
5. Write, schedule, and keep regular routes up to date in computer.
6. Interact with special program administrators and school officials concerning transportation of special education students.
7. Prepare special education bus routes and ensure that drivers maintain route folder with accurate descriptions of their morning and afternoon routes.
8. Maintain pertinent documentation on all special education students.
9. Monitor student count on buses.

**Communication:**

10. Dispatch drivers and vehicles and communicate with them using a telephone and two-way radio.
11. Notify drivers, parents, and school personnel of any changes in a student's bus service, such as an address change, change in pick-up or drop-off location, change in time, etc.
12. Maintain good public relations with students and school personnel. Communicate with students, parents, staff, and community about their complaints with drivers, buses, routes, and safety.
13. Communicate with drivers about problems or concerns they have with parents, students, teachers, and co-workers.
14. Help school place new students on buses and advise drivers of new or dismissed students.

**Reports/Records:**

15. Maintain monthly student headcount.
16. Log student referrals daily, and update drivers on student discipline issues.
17. Reports student discipline problems to appropriate administrator.

**Other:**

18. Maintain good working communications with co-workers and other staff members.
19. Maintain good attitude in difficult situations.
20. Help maintain cohesiveness among employees.
21. Perform duties in a timely and organized manner.
22. Effectively utilize personnel when assigned.
23. Is punctual in all aspects of work activities.
24. Comply with policies and procedures as outlined in employee handbook and addendum.
25. Adhere to proper channels when communicating ideas, problems, etc.
26. Perform other duties as assigned.

## **Mental Demands/Physical Demands/Environmental Factors:**

### **Tools/Equipment Used:**

Standard office equipment including computer and peripherals; school bus; two-way radio; safety equipment including but not limited to flares, reflective signs, and fire extinguisher.

### **Posture:**

Prolonged sitting; frequent standing and twisting; occasional kneeling/squatting, bending, stooping, and pushing/pulling.

### **Motion:**

Repetitive hand motions; frequent keyboarding and use of mouse; prolonged driving; moderate walking, climbing stairs, grasping/squeezing, wrist flexion/extension, and reaching.

### **Lifting:**

Limited light lifting and carrying (less than 15 pounds) daily.

### **Environment:**

Frequent exposure to extreme hot and cold temperatures, noise, and vehicle fumes; regularly work irregular hours, and occasionally work prolonged hours.

### **Mental Demands:**

Maintain emotional control under stress.

**The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.**