Job Title: Transportation Field Trip Specialist  Exemption Status/Test: Non-Exempt
Reports to: Director of Transportation  Date Revised: October, 2015
Dept. /School: Transportation Department

Primary Purpose:
Ensure the safe and efficient transportation of students and employees on all extra-curricular trips and monitor the effectiveness of drivers.

Qualifications:

**Education/Certification:**
- High School Diploma or GED
- Must have a clear and valid Texas Commercial Driver’s License with Passenger (P) and School Bus (S) endorsements
- Annual physical examination
- Satisfactory annual driver’s license and criminal history checks
- Successful completion of all state and local training courses
- Must be at least 21 years of age

**Experience:**
- Minimum of three (3) years’ experience as a certified school bus driver

**Special Knowledge/Skills:**
- Ability to operate a school bus
- Proficient skills in keyboarding, data entry, work processing and file maintenance
- Ability to work under pressure and prioritize effectively while maintaining composure and responding in an appropriate manner
- Effective telephone, radio and communication skills
- Ability to receive and give written and verbal instructions effectively
- Ability to read and understand documents including policies and procedures manuals
- Ability to pass alcohol and drug tests and annual physical
- Proficient map reading skills
- Proficient skills in operating a personal computer utilizing Microsoft Office applications

Major Responsibilities and Duties:

**Supervision**

1. Assist in the management of the field trip planning software program.
2. Conduct an annual evaluation of field trip drivers’ performance
3. Conduct field trip selection process: post, and/or assign all field trips.
4. Assist with the coordination of all bus requests from campuses and departments on all extra-curricular activities.
5. Answer, record and route internal and external telephone calls.
6. Monitor and respond to two-way radio communications.
7. Monitor, record and respond appropriately to emergency calls and situations.

**Administration**

8. Maintain all required physical and computerized logs, worksheets, files and reports related to field trip operations.
9. Maintain records of all field trip requests and driver assignments.
10. Assist in completing reports for district and TEA filing.
12. Follow all rules and directives for bus drivers when substituting on a bus route.
13. Perform other duties and assist in all special projects as assigned in a timely manner.

**Supervisory Responsibilities:**
Supervise assigned field trips and assigned drivers.

**Mental Demands/Physical Demands/Environmental Factors**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals; radio communication equipment

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

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

**Environment:** May work prolonged or irregular hours; occasional districtwide travel

**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 responsible and duties that may be assigned or skills that may be required.