



ROUTING SPECIALIST

Classification: Professional-Technical Level 1

Location: Transportation Office

Reports to: Transportation Supervisor

FLSA Status: Non-Exempt

Employee Group: Professional-Technical

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary

Manages the development of regular and/or special needs routes to provide safe, efficient, and economical transportation for the students of the district. Develops routes to optimize the efficiency of critical school bus resources. Assists in developing and adjusting district routes that support growth and/or change of student home and school demographics.

Part II: Supervision and Controls over the Work

Serves under the administrative supervision of the district administrator responsible for transportation services or his/her designee. Is held responsible for results in terms of effectiveness of planning, compliance with policies, and programs, and contribution to achievement of district and department efficiency, economy, and safety goals and objectives. Work is guided by, and must be in compliance with, federal and state law, policy direction of the School Board, and compliance with federal, state and local regulatory agencies.

Part III: Major Duties and Responsibilities

1. Provides oversight and assistance to others involved in routing. Serves as district expert in routing problem/issue resolution.
2. Develops, controls, and maintains school bus routes as assigned. Operates routing technology software and equipment to assist route planning and scheduling.
3. Plans, coordinates, and oversees the routing, scheduling, and daily transportation services including regular and special education services. Assures compliance with building time schedules and applicable laws, codes, rules, and regulations.
4. Maintains and assures student database reliability for student load count and uploading to e-School. Accuracy and reliability has a direct and substantive impact on District transportation funding. Accesses the database to determine and validate special needs of students and to validate student eligibility and school locations.
5. Maintains communications with transportation staff and drivers to assist in route awareness, resolution of route problems, and calculation of route times (runs). Participates in department meetings, in-service trainings, workshops, etc. for conveying and/or gathering information required to perform routing functions.

6. Audits routes and recommends course of action to transportation supervisor or transportation coordinator regarding route compliance and suggestions from parents, principals, students, and teachers.
7. Assures student safety by incorporating state and district policy regarding walking distances, embarking and disembarking locations, and emergency weather modifications.
8. Builds and maintains effective relations with central office and building staff. Communicates with building staff to provide information on route changes and/or times.
9. Assists in creating a customer service culture that assures the operational program is responsive and sensitive to the needs of students, patrons, and school staff.
10. Conducts periodic on-site reviews of bus routes including stops, turn around points, driving time, mileage, bus loads, and schedules and makes or recommends such route modifications as appropriate for safety, economy and efficiency.
11. Participates in driver training including in-service, behind the wheel, and driver testing.
12. Participates in periodic assessment of program effectiveness and/or changing needs.
13. Serves as a first responder in emergency situations. May assists in accident or incident investigations. May assists in operating radio communication system.

Performs other duties as assigned.

Part IV: Minimum Qualifications

1. Must have experience working or interacting successfully with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. High school diploma or equivalent.
3. Minimum of two years of progressively responsible experience in pupil transportation.
4. Knowledge of laws, codes, rules, policies and regulations relating to pupil transportation particularly as it applies to routing requirements and procedures.
5. Strong understanding and history of successful customer service and ability to establish and maintain effective relations with patrons and staff.
6. Effective oral and written communications; analytical ability, and knowledge and skill in the use of office technology and office software.
7. Ability to work both independently and cooperatively.
8. Ability to organize work, set priorities, and meet deadlines.



ROUTING SPECIALIST

9. Possess or be eligible to acquire a commercial driver's license and possess a safe driving record.

Part V: Desired Qualifications

1. Prior school bus routing experience.
2. Skill in language(s) common to the district.

Part VI: Physical and Environmental Requirements of the Position

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear and speak. Employee may be required to perform extensive work at a computer display terminal.

The employee must occasionally lift and/or move 25 to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

May be exposed to inclement and/or severe weather conditions when conducting site visits or assisting in emergency response situations.