

ROUTING SPECIALIST

Classification: Transportation

Location: Assigned Department

Reports to: District Administrator

FLSA Status: Non-Exempt

Bargaining Unit: OSEA

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 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. 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 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 (depending on specific assignment):

1. Develops, controls, and maintains school bus routes as assigned. Operates routing technology software and equipment to assist route planning and scheduling.
2. Plans, coordinates, and oversees the routing, scheduling, and daily transportation services including regular and special education services. Assures compliance with time schedules and applicable laws, codes, rules, and regulations.
3. Recommends course of action to Transportation Director regarding route compliance and suggestions from parents, principals, students, and teachers.
4. Builds and maintains effective relations with central office and building staff.
5. Assist in creating a customer service culture that assures the operational program is responsive and sensitive to the needs of students, patrons, and school staff.

6. Conducts periodic on-site reviews of bus routes including stops, turn around points, driving time, mileage, bus loads, and schedules.
7. Participates in periodic assessment of program effectiveness and/or changing needs.

Performs other duties as assigned.

Part IV: Minimum Qualifications:

Incumbents must have successful experience in working 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.

- High School Diploma or equivalent.
- Minimum of two years of progressively responsible experience in pupil transportation.
- Possess or be eligible to obtain within six months a Commercial Driver's License and possess a safe driving record.
- Possess or be eligible to obtain within six months a State School Bus Driver's Certificate and appropriate licensing endorsement.
- Knowledge of laws, codes, rules, policies and regulations relating to pupil transportation particularly as it applies to routing requirements and procedures.
- Strong understanding and history of successful customer service and ability to establish and maintain effective relations with patrons and staff.
- Effective oral and written communications; analytical ability, and knowledge and skill in the use of office technology and office software.
- Ability to work both independently and cooperatively. Ability to organize work, set priorities, and meet deadlines.
- This position is subject to random drug testing under Department of Transportation guidelines and in compliance with District Anti-drug and alcohol prevention programs.

Part V: Desired Qualifications:

- Associates Degree.
- Knowledge of routing software and the ability to enter and update data in the system.
- Bilingual and bicultural skills.

- Prior school bus routing experience.

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.