



CALVERT COUNTY PUBLIC SCHOOLS  
Prince Frederick, Maryland 20678

## NOTICE OF VACANCY

DATE

### **POSITION:**

ROUTE SPECIALIST

### **LOCATION:**

Student Transportation

**POSITION SUMMARY:** Assists in all phases of the operation of a safe and efficient school vehicle transportation program, including the analysis, reconfiguration, and creation of safe and efficient school vehicle routes.

### **REPORTS TO:**

Director of Transportation

### **EDUCATION, CERTIFICATION, AND EXPERIENCE:**

1. High school diploma or possession of a general education development (GED) program certificate
2. Comparable training, experience in transportation logistics, education, or related fields.
3. Experience in transportation, administration, and/or logistics is preferred.
4. Ability to obtain a "B" commercial driver's license with airbrake, passenger, and school bus endorsements from the Maryland MVA is preferred
5. Ability to successfully complete training as a School Bus Assistant is preferred

### **KNOWLEDGE, ABILITIES, AND SKILLS:**

(These are pre-employment knowledge, abilities, and skills that apply to the Essential Job Functions.)

1. Demonstrated ability in written and oral communication.
2. Demonstrated ability to relate effectively to students, teachers, staff, central office personnel, and community members.
3. Demonstrated ability to work independently with a minimum of supervision.
4. Knowledge and skills with the use of software including Microsoft Office applications and mapping/routing programs.
5. Knowledge of Calvert County and its roads and neighborhoods is preferred
6. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable.

7. Demonstrated success in accomplishing tasks akin to those responsibilities listed below.

**ESSENTIAL JOB FUNCTIONS, DUTIES & RESPONSIBILITIES:**

1. Implementation and ongoing operation of software which results in safe and efficient routing. This could include the following:
  - a. Assists in all phases of the operation of a safe and efficient school vehicle transportation program, including the routing of regular route school vehicles
  - b. Assists in auditing of school vehicle routes, school vehicle capacity, and bus stop locations and for improved safety and efficiency from software, school, contractor, and driver reports.
  - c. Assists in determination of changes to bus stop location, route changes, and school vehicle loading zones, which may include site visits.
  - d. Assists in assigning students to appropriate school vehicle stops.
  - e. Assists in accurate maintenance of documents, information, and records pertaining to Student Transportation.
  - f. Assist in the production of reports relating to school vehicle routes.
2. Determines and publicizes bus number and/or route changes to schools, contractors, and the community.
3. Prepares and distributes maps and route descriptions for staff, schools, contractors, and the community.
4. Ensures that updated route sheets are in place on buses.
5. Responds to inquiries and complaints regarding application of policies, procedures, and routing.
6. Assists in response to school vehicle accidents and breakdowns, including but not limited to, implementing emergency procedures and notifications.
7. Assists in response to school vehicle accidents and breakdowns, including but not limited to, implementing emergency procedures and notifications.
8. Assists in the evaluation of road conditions during inclement weather or emergency conditions.
9. Analyzes documentation and information pursuant to the laws, policies, procedures, rules, and guidelines governing Student Transportation for Calvert County Public Schools as these relate the development of safe and efficient routes that enhance the operation of the department.

**OTHER DUTIES:**

(Duties listed are not intended to be all inclusive nor limit duties that might reasonably be assigned.)  
Performs related work as required or assigned by the Director of Transportation or designee.

**PHYSICAL DEMANDS:**

Work requires occasional heavy physical effort. Tasks include safely lifting and transporting up to sixty (60) pounds. Position requires significant periods of sedentary work using a computer, monitor, and mouse, but may also include periods of standing and walking. Employees are required to think, concentrate, and interact with others. Employees are expected to report to work regularly and promptly. Employees must be able to work under stress and meet all deadlines.

**UNUSUAL DEMANDS:**

Subject to a flexible work schedule prior to and during the opening weeks of the school year. Assists in the evaluation of road

conditions during inclement weather or emergency conditions, including but not limited to time outside of office hours as well as overnight hours.

**TERMS OF EMPLOYMENT:**

Twelve (12) month position and salary commensurate with qualifications applied to the salary schedule for support employees (Grade 18). All employees are encouraged to have automatic payroll deposit.

**FLSA STATUS:**

Non-exempt

**EVALUATION:**

Performance will be evaluated in accordance with the policy on evaluation as established by the Calvert County Public Schools.

**EFFECTIVE DATE OF POSITION:**

Immediate Vacancy

**APPLICATION PROCEDURE:**

**This posting will remain open until filled.**

All applicants please apply through the applicant tracking system located on the Calvert County Public Schools' website – [www.calvertnet.k12.md.us](http://www.calvertnet.k12.md.us).

References must be directly related to education experience and must include immediate supervisor.

Prior to the filling of any vacancy, permanent employees who have requested a transfer in a timely manner shall be afforded an opportunity meet with the supervisor of the position for which the vacancy exists.

State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

**House Bill 486 – Child Sexual Abuse and Sexual Misconduct Prevention Statement**

Pursuant to Section 6-113.2 of the Education Article, Annotated Code of Maryland - House Bill 486 - Child Sexual Abuse and Sexual Misconduct Prevention, all applicants are required to report all former employment where direct contact with minors may have occurred. The applicant must submit the contact information of the current employer, all former school employers, and all former employers not school related. Applicants should also include contact information for organizations where the applicant has volunteered, coached, mentored, tutored or otherwise had direct contact with minors.

**Nondiscrimination Statement**

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation, gender identity and expression, or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services

➤ Director of Human Resources  
443-550-8000

For further information on notice of non-discrimination, visit the Office for Civil Rights Complaint Assessment System at:  
<https://ocracas.ed.gov> or call 1-800-421-3481.

\*\*\*\*\*

**Anti-sexual, Anti-racial and Anti-disability Harassment Statement**

Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to any form of harassment is encouraged to report the allegation of harassment.

Students, parents and community members may report allegations of harassment to:

Ms. Cecelia Lewis  
Director of Student Services  
Calvert County Public Schools  
1305 Dares Beach Road  
Prince Frederick, MD 20678

Employees may report allegations of harassment to:

Mr. Zachary Seawell  
Director of Human Resources  
Calvert County Public Schools  
1305 Dares Beach Road  
Prince Frederick, MD 20678

Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly. Disciplinary actions for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all students, parents, employees, and community members to work together to prevent any form of harassment.

For further information on notice of non-discrimination, visit the Office for Civil Rights Complaint Assessment System at:  
<https://ocracas.ed.gov> or call 1-800-421-3481.