

KYRENE SCHOOL DISTRICT

CLASS SPECIFICATION

ROUTING SPECIALIST

<u>DEPARTMENT:</u>	<u>BAND/GRADE/SUBGRADE:</u>	<u>FLSA STATUS:</u>
Transportation	B/2/3	Nonexempt

CLASS SUMMARY:

The Transportation Routing Specialist position provides administrative and technical support related to all aspects of student transportation routing (general education special needs and McKinney-Vento) and performs a variety of specialized duties including supporting applications, data reporting, managing data dashboards, and overseeing the reporting and informational components of annual reports. Employees must have strong organizational/project management skills and collaborate well with others. Employees must communicate daily with staff and parents regarding student transportation.

ESSENTIAL DUTIES:

This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.

PERCENT OF TIME

BAND/ GRADE RATING

Oversees all aspects of student transportation routing including computerized transportation system for the purpose of ensuring the operation of the districts bus routes. Coordinates and updates bus routes for the purpose of ensuring students are transported in an efficient and timely manner. This includes data collection (import/export) and maintenance and work with Maricopa County maps adding street segments and address ranges as well as interpret maps and aerial photographs to facilitate routing, public safety and staffing decisions.

Daily
45%

B/2

As assigned, reviews route change requests; makes changes within the routing software; and notifies relevant drivers, school staff and parents.

Daily
20%

B/2

Responds to inquiries from students, parents, and/or staff (e.g. stop locations, schedule, state regulated policies, etc.) to provide information regarding transportation services including meeting with drivers regarding students, routes and schedules.

Daily
15%

B/2

As assigned, collects electronic and hard copy files, compiles and analyzes data in working spreadsheets and databases.

Weekly
5%

B/2

Serves as backup bus driver.

Weekly
5%

A/1

Performs other duties of a similar nature and level as assigned.

As
Required

POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

Positions assigned to the role of Transportation Systems Technician may be responsible for:



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- Manages all field trip coordination, planning and billing.
- Manages transportation documents as they relate to daily ridership / route mileage and prepare databases for annual 100-day reporting to the Arizona Department of Education.
- Collects electronic and hard copy files, compiles and analyzes data in spreadsheets and databases necessary to support transportation operations.
- Plans and manages Medicaid database for accuracy and timely submission.
- Manage district's white fleet use requests and ensure vehicle's preparedness.

Training And Experience:

High School Diploma or GED and one to two years of bus driving and/or scheduling experience ; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed.

Licensing/Certification Requirements:

- AZ Commercial Driver's License with P&S Endorsement;
- AZ School Bus Driver's Certificate;
- CPR Certificate with AED; and
- First Aid Certificate.

Knowledge of:

- Microsoft Office programs such as Outlook, Excel, PowerPoint and Word;
- Routing systems;
- GPS; and Google Suite, Versatrans, Geotag, DStop
- Fleet Garage Management and Field Trip Scheduling software.
- Knowledge of relevant federal, state, and local laws, as pertaining to public education/transportation, fleet practices, techniques and safety procedures.

Skill In:

- Establishing and maintaining harmonious working relationships with those contacted in the course of work; demonstrating tact, diplomacy and patience;
- Working in a potentially stressful environment with time limits, time-sensitive deadlines and other work-related demands;
- Maintaining confidentiality in interactions with other team members;
- Verbal communications skills including two-way communications;
- Strong organizational skills;
- Scheduling and routing transportation services; and
- Driving a school bus.



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Class History Information:

Prepared by Fox Lawson 3.11.15

Updated by Gallagher 7.10.20

Updated by Talent Management 10.26.23; Board Approved on 11.14.23

