

CLASSIFIED POSITION JOB DESCRIPTION

Job Title: Transportation General Ed Router/Accounts Payable/Receivable
Date Prepared or Last Modified: April 2023
Work Year: 10 months
Department: Transportation
Reports To: Transportation Director

SUMMARY Responsible for creating , updating and analyzing general education, McKinney Vento/Foster and At Risk bus stops and routes to ensure that they provide safe placement and efficiency and are in accordance with established laws and procedures. Provide customer service and resolve scheduling concerns with parents, school personnel, Administrators and Transportation employees. Provide direction and control over the radio and maintain accurate log of daily events. Must have an understanding of district and department policies and procedures, state and federal regulations and state laws governing McKinney Vento/Foster when responding to a bus breakdown, accident and lost student/student management concerns. Tracking collection of all Transportation fees and additional requested activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

55% General Ed Routing:

- Shared responsibility with Route Coordinator for developing and managing the development of general ed routes in collaboration with the Director.
- Audit/review routes throughout the year to ensure routes are efficient by adding/removing stops or combining routes when needed to support the department.
- Responsible for developing and managing routes for general ed Preschool students/mid day runs
- Responsible for supporting Interventions Services with route support for students who qualify for McKinney Vento/Foster and At Risk services. Maintain spreadsheets to ensure tracking for billing purposes is accurate and provide premier communication between both departments and parents.
- Support Dispatch as a backup by answering calls and assisting in emergency situations
- In the absence of a Dispatcher/Scheduler, serve as a backup for daily operations to include dispatching communication to drivers, paraprofessionals and fleet Technicians via two-way radio and telephone communication. Must communicate with the Director/Supervisor to support the daily success of Transportation staff.

35% Accounts Payable/Receivables

- Create invoices for all requested Transportation services not related to home to school, school to home service such as in district field trips, district athletic trips, Charter partner activities, and outside entities who use our buses for field/athletic trips. Provide reports and information as needed.
- Tracks and processes all incoming payments (approximately 400+ monthly)for in-district, Charter, and outside entities via Alio software program .
- Collaborates with the Finance Dept on Transportation fees charged for student ridership related to home to school, school to home service. Research fee inquires for families to ensure fees were charged correctly

% Other Duties

- Perform duties as a bus driver as needed
- Attend all meetings and training sessions including all in-services and first aid, CPR classes that are required by the District and state. Check TMS weekly; turn in edit for missed punches/leave slips, notify TMS Manager/Director of shortage or overage on weekly hours in order to meet required hours for the week and ensure unapproved overtime is not accrued. Maintain CDL License (if applicable) which includes keeping DOT Physical current to ensure in compliance with all state and federal regulations
- Perform other duties as assigned

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND TRAINING High school diploma or equivalent. Moderate user of Google Suite, Google Drive and Gmail, overall must feel very comfortable with computers. Be knowledgeable of various external and internal databases.
EXPERIENCE: At minimum, 1-year experience in school transportation is preferred. Two years+ working in an office environment in an accounts receivable role.

SKILLS, KNOWLEDGE, & EQUIPMENT. General office skills required at time of hire. Basic math, data entry and computer skills, written communication skills, critical thinking and problem solving. A minimum of one (1) year knowledge or experience with a Routing program is required. Ability to promote and follow Board of Education policies and building procedures, ability to communicate, interact and work effectively with people from diverse ethnic and educational backgrounds. Operating knowledge of various school buses/vehicles, handicap transportation equipment, two-way radio, fire extinguisher, and emergency equipment required within two weeks after hire and licensing.

CERTIFICATES, LICENSES, & REGISTRATIONS Must obtain commercial driver's license (CDL) and "B" License with P and S endorsement within 3 months of hire. Must be able to pass DOT physical exam at the time of hire. First Aid and CPR certifications required within 90 days after hire.

SUPERVISION/TECHNICAL RESPONSIBILITY This position has no supervisory responsibilities; however, carries out operational support to Director and department Router by creating and revising routes and stop locations. Carries out operational support in accordance with the organization's policies and applicable laws. Responsibilities include planning and scheduling of routes, working with designee in Fleet department in absence of the Transportation Director in order to maintain communication and organization of bus scheduling, ability to manage multiple priorities, multiple tasks with frequent interruptions, and maintain confidentiality in all aspects of the job.

JUDGMENT AND DECISION MAKING The Transportation Director will provide direction to the necessary tasks and timelines. Decision-making involves collaborations with Transportation office personnel. Decisions occasionally involve others.

DIVERSITY OF DUTIES The position interacts with internal and external staff across the district on a daily basis. Intermediate level of knowledge of computer hardware and software; Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator. Duties require student management, emergency evacuation procedures, basic health care, conflict resolution, problem solving and state/federal/district regulations and laws. Behavior management skills, driving skills, defensive driving skills, adverse weather driving skills, mountain driving training, two-way radio, restraining devices, adaptive equipment, First Aid, and CPR. Duties and actions impact students, parent's school's administrators and the general public.

SAFETY TO SELF AND OTHERS High exposure to self to repetitive motion/stress due to steering and sitting for long periods and lifting; bruises and cuts due to handling of heavy and sharp objects, and to hernia due to heavy lifting. Disease due to exposure to bodily fluids during clean-ups; loss of limb, disfigurement or life due to traffic accidents, and loss of sight due to protruding objects.

The physical demands, work environment factors, and mental functions described below 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.

PHYSICAL DEMANDS While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle or feel; or feel, talk or hear, taste or smell. The employee frequently is required to stand, walk, climb, balance, stoop, knee, crouch, crawl and reach with hands and arms. The employee must occasionally lift or move more than 50 pounds. Specific vision required by this job include, close vision, distant vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and vibration. The employee is frequently exposed to toxic or caustic chemicals (e.g., fuel) and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, extreme heat, and risk of electrical shock. The noise level in the work environment is usually loud.

MENTAL FUNCTIONS While performing the duties of this job, the employee is regularly required to communicate, coordinate and compute, as well as use interpersonal skills, compile and solve everyday issues. The employee is frequently required to compare, analyze, copy, instruct and evaluate. Occasionally required to synthesize.