

**Lauderdale County Schools**  
**Florence, AL**

**Job Description**

**Position:**           **Route Specialist/Parts Clerk**

**Department:** Business Operations

**Reports To:** Director of Transportation

**FLSA Status:** Non-Exempt

**Contract Days:** 240 days

**Salary:** Based on the System Salary Schedule

**Qualifications:**

1. Minimum: High School Diploma or Equivalent
2. Valid Alabama (Class B or above) Commercial Driver's License (CDL) with a passenger and school bus endorsement and 5 years of bus driving experience.
3. Possess computer skills relevant to the position.
4. Knowledge of automotive trade practices, tools, and equipment.
5. An understanding of documents such as safety rules and operating and maintenance instructions and manuals.
6. Ability to complete routine reports.

**Purpose of Job**

To perform duties within the School System Transportation Department. Demonstrate customer service when needed. Handle various office duties to maintain an effective/organized Transportation Department.

**Essential Duties and Responsibilities:**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Maintain shop/office area and serve as lead parts clerk.
- Complete, and document finished work orders (Electronic Ticket System).
- Complete reports as necessary.
- Maintains equipment inventory.
- Take responsibility for proper care of all transportation, tools, equipment and supplies.
- Complete monthly bus inspections on time and file paperwork.
- Promote safety in garage by using proper tools and clean surroundings.
- Maintain shop records as request by the Transportation Supervisor.
- Knowledge of automotive trade practices, tools, and equipment.
- Responds to calls before and/or after regularly scheduled work hours as needed.
- Drives established school bus routes when required.
- Maintains vehicle repair records including the nature of the repair, labor hours, and parts used in making repairs.

- Assist assignments of bus drivers, bus routes, vehicles, and substitutes for morning and afternoon shifts.
- Keep up-to-date files for all department employees including driver certifications, licensing, and physical exam records.
- Notify drivers, parents, and school personnel of any changes in a student's bus service, such as an address change, change in pick-up and drop-off location, change in time or bus change.
- Assist with assigning purchase orders.
- Calculate trip tickets for payment to route drivers and extracurricular drivers and bill appropriate department or campus.
- Performs such other tasks and assumes such other responsibilities as the Director of Transportation may assign.

**Additional Job Functions**

Perform other duties as assigned.

**Evaluation**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

**Physical Demands**

The physical demands 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 regularly required to talk or hear. The employee is frequently required to walk, sit, use hands for fine manipulation, handle or feel, and reach with hands and arms. The employee is frequently required to stand, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close, distance and peripheral vision, depth perception, and ability to adjust focus.

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this job (or the position itself) at any time.

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

\*Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_

**\*All employees hired on or after July 1, 2018 will be required to sign his/her job description that will be filed in his/her personnel record.\***

*Approved Nov 2, 2021 Meeting #2*