

CLASSIFIED JOB DESCRIPTION

ROUTING AND PLANNING SPECIALIST

JOB SUMMARY:

Under general direction of the Transportation Manager, plans, coordinates, and develops regular education and special education bus routes and schedules and assigns bus drivers to designated home-to-school, special education routes, and special event trips. Assists in the development and revision of bus routes; monitors services and enforces compliance of routes and schedules with Board Policies and department procedures.

ESSENTIAL JOB FUNCTIONS:

- Develops routes and constructs schedules for all transportation services, responsible for service changes, requests, and exceptions.
- Modifies schedules to support special programs, activities, and changes in school calendar and reviews all schedules to guarantee compliance with existing policies while providing opportunities for economies and consolidation.
- Advises and assists drivers in resolving problems and situations related to routes, traffic conditions, pupil-related problems, non-deliverables, alternative addresses, emergencies, and other contingencies in a solution-oriented manner.
- Performs maintenance of routes, pupil assignments, and bus schedules in response to identified problems and service requests.
- Receives and assesses routing queries and exceptions requests. Assesses impact of revisions to routes and schedules.
- Reads and interprets maps.
- Assists in inspecting and approving bus stops, loading zones, and roadway and bus maneuvering restrictions.
- Attends Individualized Education Program meetings as related to transportation.
- Ensures communication of changes and consolidations to parents, school site, and program personnel.
- Maintains regular communication with designated site liaisons.
- Maintains operational familiarity and support of transportation software.
- Analyzes and responds to incident reports and bus referrals, and supports drivers in taking corrective procedures.
- Helps identify drivers displaying unsatisfactory or marginal skills and recommends necessary remedial actions.
- Participates in interview of new driver applicants.
- Maintains records and prepares reports.
- Collects, reviews, and tabulates ridership audit.
- Facilitates new concepts and practices.
- Communicates accurately and consistently with transportation stakeholders.
- Performs other tasks as assigned.

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ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Knowledge of principles and practices in the operation of a school transportation system.
- Knowledge of the laws and regulations applicable to the operation of vehicles and personnel involved in the transportation of pupils, safe driving practices and procedures, and District policies and procedures.
- Ability to work well with drivers, parents, pupils, school staff, and transportation department personnel; work independently and accurately with little direction; establish and maintain cooperative and effective relationships with those contacted in the course of work; apply interpersonal skills that reflect patience, tact and courtesy; and communicate and interact effectively and professionally under pressure.
- High school diploma or GED required.
- Evidence of a valid California driver's license and insurability for operation of District vehicles.

Desired Additional:

- Maintains a good driving record and maintain the following documents:
 - California Commercial Driver License Class A or B with "Air Brake" and "Passenger" endorsements
 - California School Bus Driver Certificate with no limitations (except "Automatic Transmission Only" is acceptable) preferred, or if limited, have capability and agree to upgrading to no limitations (except "Automatic Transmission Only")
 - Medical Examiner's Certificate
- Must be able to traverse 12½-inch aisles on school buses.
- Must be able to kneel, squat, bend, climb, twist, and safely enter/exit a school bus through the emergency exits.

Classified Salary Schedule: Range 32

BOARD APPROVED: 10/10/18

REVISION DATES: 07/18/23

08/09/2023