



CALVERT COUNTY PUBLIC SCHOOLS
Prince Fredrick, Maryland 20678

JOB DESCRIPTION

POSITION	Routing Specialist
DEPARTMENT	Transportation
LOCATION	
REPORTS TO	Director of Transportation
ANNUAL WORK SUMMARY	12 months per year, 245 days per year, 8 hours per day.
WAGE/PAY RATE	Scale 18: \$27.18/hr - \$34.79/hr
FLSA STATUS	Non-exempt
APPLICATION DEADLINE	
EFFECTIVE START DATE	
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.

EDUCATION, CERTIFICATION AND EXPERIENCE

At the time of application, the candidate must hold or be eligible for:

1. A high school diploma or general equivalency diploma (GED) and comparable training and experience in transportation logistics, education, or related fields.
2. Demonstrated ability in written and oral communication.
3. Demonstrated ability to relate effectively to students, teachers, staff, central office personnel, and community members.
4. Demonstrated ability to work independently with a minimum of supervision.
5. Knowledge and skills with the use of software including Microsoft Office applications and mapping/routing programs.
6. Experience in transportation, administration, and/or logistics is preferred.

SPECIAL REQUIREMENTS

None

KNOWLEDGE, ABILITIES AND SKILLS

These are pre-employment knowledge, abilities, and skills that apply to the Essential Job Functions. At the time of application, the candidate must have:

1. Knowledge of Calvert County and its roads and neighborhoods is preferred.
2. The ability to obtain a "B" commercial driver's license with airbrake, passenger, and school bus endorsements from the Maryland MVA is preferred.
3. The ability to successfully complete training as a School Bus Assistant is preferred.

4. Such alternatives to the above qualifications, as Calvert County Public Schools may find appropriate and acceptable.
5. Demonstrated success in accomplishing tasks akin to those responsibilities listed below

ESSENTIAL JOB FUNCTIONS, RESPONSIBILITIES, AND DUTIES

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

OTHER JOB FUNCTIONS, RESPONSIBILITIES, AND DUTIES

Performs related work as required or assigned by the building principal or designee

PHYSICAL AND PSYCHOLOGICAL CONDITIONS/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.

EVALUATION

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

APPLICATION PROCEDURE

All applicants please apply through the applicant tracking system located on the [Calvert County Public Schools website](#).

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, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability, or any other characteristic protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth programs.

Calvert County Public Schools does not refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, or prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national original, marital status, sexual orientation, gender identity or disability.

Calvert County Public Schools does not discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint.

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://ocrcas.ed.gov/> or call 1-800-421-3481.