

Routing Specialist – Special Route Transportation
New Hanover County Schools

Job Description

Class: **Classified**
Division: **Operations**
Dept: **Transportation**

TITLE: **Routing Specialist – Special Route Transportation**

QUALIFICATIONS: 1. High School diploma or equivalent.
 2. Valid North Carolina driver's license and CDL with P and S
 endorsements.
 3. Three years of school bus driving experience preferred.

REPORTS TO: TIMS Coordinator

JOB GOAL: To route and schedule special route transportation for students who
 require specialized accommodations and/or safety products for safe
 and efficient travel to and from school.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all New Hanover County Schools and Transportation Department rules, policies and procedures.
2. Maintain accurate Transportation Information Management System (TIMS) data to meet federal, state, and local reporting requirements.
3. Design and audit county-wide routes and stops using mapping tools, observations, and stakeholder feedback to ensure student safety.
4. Collaborate with school personnel to process modified day transportation in accordance with special route transportation requirements.
5. Notify coordinators and supervisors of route changes, including student de-assignments.
6. Maintain up-to-date bus substitution records, including departure times, route numbers, and bus numbers for routes.
7. Input student medical, release and special accommodation information into TIMS to keep ridership information current.

8. Document, assess and reconcile stop safety concerns reported by stakeholders.
9. Operate school buses as needed.
10. Perform related duties and responsibilities as requested by the Director or Coordinator.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve-month work year/At Will/FLSA Non-Exempt

Starting Salary and/or Grade: Grade 65

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Proficiency in TIMS software and Automated Vehicle Location (AVL) GPS systems
- Strong skills in Microsoft Office Suite, Google Workspace, and student information systems.
- Ability to read and interpret maps, including NC Department of Transportation state-maintained roads
- Knowledge of city and county road systems
- Comprehensive understanding of North Carolina public school transportation laws, especially regarding special routes
- Effective oral and written communication skills for interaction with drivers, parents, and school staff
- Ability to operate standard office equipment
- Physical ability to exert up to 20 pounds occasionally and perform job duties with dexterity