

ST. TAMMANY PARISH SCHOOL BOARD
Covington, Louisiana

Job Description

TITLE: Route Specialist (FLSA Status: Non-Exempt)

MINIMUM QUALIFICATIONS:

- 1. U. S. Citizen or authorized alien
- 2. High School Diploma
- 3. Ability to operate a microcomputer.
- 4. Knowledge of Transportation Department policies and procedures
- 5. Experience in student transportation activities
- 6. Geographical knowledge of St. Tammany Parish

REPORTS TO: Director and Assistant to the Director of Transportation

JOB SUMMARY:

Assists the Director and Assistant to the Director of Transportation in qualifying all bus driving personnel in planning and implementing bus routes and school time schedules for the school district.

ESSENTIAL JOB FUNCTIONS:

- 1. Receives, screens and forwards telephone calls, complaints, route calls and gives routine information to the public not involving interpretation of laws, ordinances, or departmental policies.
- 2. Types and files letters, reports, memoranda and other materials.
- 3. Operates simple office machines.
- 4. Compiles routine computerized transportation route schedules and reports.
- 5. Maintains daily-computerized data in order to respond to changing transportation requirements.
- 6. Works cooperatively with school bus drivers and other transportation staff when distributing transportation reports and information.
- 7. Maintains geographical data for updating maps, stops, runs and routes.
- 8. Assists department head/supervisor in radio communications for regular and special education buses.
- 9. Maintains mailing list and personnel files for substitute school bus drivers and applicants and is responsible for mailing all necessary materials required to maintain updated certifications and information.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

Performs all other duties as assigned by the Director and/or Assistant to the Director of Transportation.

PHYSICAL DEMANDS:

- 1. Possesses physical skills and stamina to perform job responsibilities.
- 2. Work requires occasional standing.
- 3. Must tolerate constant periods of sitting throughout the shift.
- 4. Mast tolerate frequent periods of walking throughout the shift.
- 5. Must on occasions lift and carry boxes, books, manuals catalogues, files, records, etc.
- 6. Must be able to bend and stoop in performing job duties.
- 7. Must tolerate horizontal, overhead, and low level reaching with both hands in performing work such as retrieving manuals, picking up objects, filing, typing, shredding, and computer runs.
- 8. Must handle numerous duties with both hands and fingers:
 - A. Fine Motor Skills
 - 1) Typing
 - 2) Copying
 - 3) Adding machine
 - 4) Computer
 - 5) Filing
 - 6) Binding
 - 7) Writing out forms
 - B. Grasping
 - 1) Manuals
 - 2) Boxes
 - 3) Journals

TERMS OF EMPLOYMENT: 12 months per year, salary in accordance with current salary schedule.

ACCOUNTABILITY: Performance of this job will be evaluated in accordance with provisions of the Board's policy for Evaluation of Support Services Personnel.

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The Superintendent reserves the right to review, revise, update or change the job and any/all duties due to changes in job content, organizational structure, or state or federal laws.

Approved by: _____ **Date:** _____

Reviewed and Agreed to by: _____ **Date:** _____
(Incumbent)

Incumbent's Name (Please Print)

Employee Identification Number

Original- Human Resources Dept Copy - Supervisor Copy - Employee