



Job Title: Routing Specialist

Exemption Status/Test: Non-Exempt

Reports to: Operations Supervisor

Date Revised: June 2020

Dept. /School: Transportation

Primary Purpose:

To ensure the safe and efficient transportation of students by analyzing, planning, and maintaining school bus routes.

Qualifications:

Education/Certification:

Required:

High school diploma or GED

Clear and valid driver's license with CDL certification and P and S endorsements

Satisfactory annual driver's license and criminal history check

Successful completion of all state and local training courses

Must be at least 21 years of age

Use of map software programs

Preferred:

High school and/or community college courses in math, business, computer science, or engineering

Experience:

Required:

Minimum three (3) years' successful experience as a certified school bus driver

Preferred:

One (1) year of experience in school bus routing using automated GIS, student information, and routing application software systems

Special Knowledge/Skills:

Proficient map reading skills, use of map software programs, and the ability to convert map information into a sequenced array of bus stops constituting a complete route

Ability to analyze and interpret stop location data for the optimal design of school bus route flow

Synthesize routing criteria such as walk distance, hazardous obstacles, and street configuration to create safe and efficient design of bus routes

Effective communication skills (e.g., telephone, two-way radios, written, etc.)

Ability to verbally interact with staff, parents, and the public in a positive manner

Ability to work under pressure and prioritize effectively while maintaining composure and responding in a professional manner

Ability to quickly acquire knowledge of a variety of computer-based programs to achieve effective job performance

Maintain confidentiality of information

Ability to receive and give written and verbal instructions effectively

Ability to read and understand documents including policies and procedures manuals

Ability to effectively perform as a substitute driver or bus aide as needed

Proficient skills in operating a personal computer, utilizing Microsoft Office applications, Google Internet maps, and basic Internet navigation

Capable of responding in emergency situations

Major Responsibilities and Duties

1. Design, develop, and maintain all routes as assigned.
2. Instruct drivers on specific route details and student requirements.
3. Prepare accurate bus route documentation and instructions utilizing the District's routing system.
4. Record, copy, file, and distribute route information, instructions, bulletin, notices, memos, and messages to staff and drivers as needed.
5. Update route information based on stop location changes, student address changes, school bell times, and route sequence changes.
6. Notify driver, students, and parents of any changes in the student's transportation such as pick-up, drop-off location, and change in bus number or pick-up and drop-off times.
7. Answer, document, and route internal and external telephone calls.
8. Monitor, document, and respond appropriately to emergency calls and situations.
9. Attend and assist with driver in-services as assigned.
10. Assist with routing McKinney-Vento program as assigned.
11. Assist in coordinating and routing after-school and summer school programs as assigned.
12. Assist with student count for local and state reports.
13. Provide documentation of rule violations and complaints to appropriate supervisors.
14. Perform as sub driver, aide, or dispatcher as needed. Follow all rules and directives for bus drivers and aides when substituting on a route.
15. Perform other duties as assigned by supervisor.
16. Attend professional development classes to develop improved skills and remain current on system enhancements.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment such as personal computers and peripherals; school bus operation; safety equipment; fire extinguisher; and radio communication equipment

Posture: Ability to sit for prolonged periods of time, occasional bending/stooping, pushing, pulling, and twisting

Motion: Prolonged sitting and reaching; repetitive hand and arm motions

Lifting: Occasional light lifting and carrying (less than 25 pounds)

Environment: Frequent prolonged and irregular hours; rotate early and late shift work as assigned; work outside and inside with moderate exposure to extreme temperatures and weather conditions

Mental Demands: Maintain emotional control under stress; work with frequent interruptions

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.