

Position Title:	Transportation Routing Specialist
Payroll/Personnel Type:	12 Month
Job #:	6519
Reports to:	Routing Manager and Director of Transportation
Shift Length:	8 Hour Day
Union Eligibility:	Not Eligible

Position Summary:

This position is responsible for developing and maintaining computerized optimal routing solutions and schedules following established guidelines. Conducts computer simulations and provides tabular and graphical information for rezoning and school attendance zones.

Essential Functions:

- Uses routing software to develop and maintain a computerized database of school bus routing and scheduling information. Updates and maintains a student database to generate schedules, stops, runs, and routes information. Schedules field trips, shuttles, charters, and after-school activities.
- Reviews and revises regular and special education student bus routes and schedules. Maintains optimal efficiency of operation and use of buses and drivers.
- Provides routing lists, driver's directions, and student rosters for schools, vendors, drivers, managers, and the public as required.
- Print out bus letters and bus manifests for schools.
- Supports transportation by using computer software to create and evaluate various routing and scheduling options given various constraints such as fleet size, bell times, safety hazards, and budget constraints.
- Assists department officials in responding to parental concerns by providing information on bus stops, times, and runs.
- Employs routing software to conduct projections, simulations, and studies as directed, including providing system-generated information to assist in the budget development process.
- Conducts daily system and database maintenance functions.
- Establish and manage acceptable run time length.
- Manage and monitor appropriate student ridership for bus load capacities.
- Performs comparative analysis (actual vs. scheduled) and resolves discrepancies.
- Performs the duties and responsibilities of the Transportation Specialist.
- Models nondiscriminatory practices in all activities.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities:

- Ability to work overtime, weekends, or late hours, if necessary.
- Ability to speak clearly to communicate.
- Ability to operate a personal computer and Microsoft Office products to include Word and Excel required. Must have a detailed understanding of transportation algorithms.
- Must be able to handle frequent interruptions and deadlines to include changes in schedules due to special student activities including early dismissal, etc. Ability to sit or stand for long periods. Ability to reach, bend, and stoop.
- Excellent communication skills necessary to positively interact with the students and staff members.



• Ability to establish and maintain harmonious working relationships with co-workers, other school division personnel, and the general public.

Experience:

• One to five years of school bus routing experience. Prior experience with school-aged children is preferred.

Education:

- High School Diploma, or GED required
- College degree preferred

Physical Requirements:

- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Clarity of vision at 20 feet or more and 20 inches or less, bring objects into sharp focus and see up and down or to the right or left while fixed on a point
- Must possess a valid driver's license
- Must be physically able to operate a motor vehicle

Working Conditions and Environment

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee D Immediate Supervisor

Date

Human Resources

Date

Date

In connection with hiring for this position, the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status, or national origin.