



Date/Time

Job Title:	ROUTE SPECIALIST	Job Category:	
Department/Group:	Transportation	Term of Contract:	12 Months
Location:	Transportation Dept.	Travel Required:	yes
Level/Salary Range:	To be determined by salary scale	Position Type:	Full Time
Reports to:	Transportation Supervisor		

Job Description: Under general supervision, plans school bus routes and maintains information concerning routes and stop locations for regular education students and for special education/needs students. The work of this position also involves: maintaining accurate and up to date routing information for Alabama State Dept. of Education reporting, and assists in the recruitment, training, and supervision of bus drivers.

RESPONSIBILITIES

- Responsible for the oversight and maintenance of the bus routing system.
- Ensures that all routes are covered with certified bus driver.
- Assist in the recruitment, training and supervision of bus drivers.
- Maintain accurate and up to date routing information for Alabama State Department of Education reporting.
- Maintains personal dress and appearance in a professional manner.
- Attends 4-hour State Department of Transportation's re-certification class annually.
- Be regular and punctual in attendance.
- Performs all duties in a manner that promotes good public relations.
- Maintains confidentiality of any school system related business.
- Develops and maintains proper and professional relationship with students and other employees.
- Performs other job-related tasks that may be reasonably assigned.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching; and significant fine finger dexterity. Generally the job requires 50% sitting, 50% walking/standing. This job is performed in a generally clean and healthy environment.

Experience

Working knowledge of the county street and road system, General routing strategies; Knowledge of and ability to utilize computer assisted routing software. Ability to plan and implement efficient routes, Knowledge of Windows operating system and Microsoft Office software

Education

High School Diploma or above

Certificates & Licenses

Individual should be 21 years of age and possess a State of Alabama Drivers License.
Individual should possess a Commercial Drivers License with a passenger endorsement.
Individual must be a graduate of the State Dept. of Education Pupil Transportation Bus School (12 hours) or obtain within 3 months of assuming position.



Job Title