

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

ROUTING SPECIALIST

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Experience in developing school bus routes.
- (3) Experience as school bus driver preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledgeable in office practice skills. Operating knowledge of a school bus. Knowledgeable in safety precautions relating to transporting students. Working knowledge of rules and regulations of school bus operations and state laws. Extensive knowledge of district's geography. Ability to plan and schedule routes and make changes as needed. Knowledge of drug testing and FTE procedures.

REPORTS TO:

Supervisor of Transportation

<p>JOB GOAL</p>

<p>To ensure that the District's transportation system operates in a safe and efficient manner.</p>

SUPERVISES:

N/A

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 05

ROUTING SPECIALIST (Continued)**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- * (1) Plan and coordinate school bus routes and stop locations.
- * (2) Maintain a bus driver substitute list and obtain substitutes as needed.
- * (3) Assist principals with planning of transportation for field trips and athletic events.
- * (4) Handle minor discipline problems involving drivers and students beyond the school level.
- * (5) Dispatch law enforcement as needed.
- * (6) Administer all paperwork related to routing and bus assignments.
- * (7) Handle all payroll within department.
- * (8) Enter all appropriate data into computer system.
- * (9) Make route changes including driver assignments as conditions dictate.
- * (10) Handle transportation FTE.
- * (11) Handle drug testing procedures as requested.

Employee Qualities / Responsibilities

- * (12) Work independently and as a team member.
- * (13) Interact with school personnel, parents and bus personnel.
- * (14) Report to work punctually and regularly.
- * (15) Display an appropriate work ethic.
- * (16) Follow transportation policies and procedures.

System Support

- * (17) Communicate well with Director of Transportation.
- * (18) Maintain a positive relationship with schools and staff.
- * (19) Represent the School Board in an appropriate manner.
- (20) Perform other duties as assigned.

*Essential Performance Responsibilities