



Transportation School Bus Router

FLSA Status:
Non-Exempt

Qualifications:
High School Diploma or equivalent. Possession of the knowledge, skills, abilities, and physical attributes necessary to perform the essential functions of the position. Possess valid CDL with endorsements P and S. Such alternative to the above qualifications as the Board may find appropriate or acceptable. Desire to continue career improvement by enhancing skills and job performance.

Experience:
One year minimum experience working with school bus routing software and school bus telematics and student tracking. Ability to use both Transfinder and Transportant as well as knowledge of PowerSchool, a plus.

Clearances:
Criminal Justice
Fingerprint/Background
Clearance

Support Staff Salary Schedule:
Range 16

Reports to

Director of Transportation

Terms of Employment

260 days, 8 hours per day, with benefits according to Board policy

Purpose Statement

Performs safe and efficient school bus route planning and scheduling for regular and/or special education student transportation to and from school and school events; may function as special education transportation liaison and coordinate transportation needs and information between parents/guardians and the District. Will work to ensure effective interface between Transfinder routes and PowerSchool student information into Transportant, the on board bus telematics system. Will assist the Director of Transportation on various tasks such as student counts, annual reporting, and other duties within the Transportation office.

Essential Job Functions

- Coordinates and implements regular and/or special education school bus routing; creates routing solutions for the safe and efficient transport of students; corrects and updates time schedules and route maps.
- Plans and coordinates regular education bus routes between homes and school; adjusts routes in response to changing curriculum needs and other situations impacting transportation routes.
- Coordinate and ensure accurate and timely data is transferred to Transportant, the on board bus routing and student tracking system.
- Assist in the planning and coordinates special education bus routes between homes and schools; frequently modifies and adjusts routes to meet a variety of student needs; adjusts routes and notifies driver and parents of changes in transportation needs of students.

- May function as liaison and information link between parents, the District's schools, drivers, and the department to ensure the safe and efficient transportation for special education students, including evaluating needs and requirements, explaining policies and procedures; and ensuring that accurate information is communicated to all involved parties.
- Enters routing and student data into computerized transportation routing system; monitors, updates and ensures the accuracy of all system data; monitors, runs and ensures accuracy of regular and special reports.
- Enters, monitors and updates the personal files and special needs of all transported special education students; updates and monitors driver assignments and bus assignments.
- Ability to work to implement the vision and mission of the district.

Other Job Functions

- Assist, when required, as a substitute driver on route(s) or trips.
- Assist with student counts.
- Assist Director with Annual Reports to DESE.
- Assist other transportation support staff as needed.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or scheduled form.
- Demonstrate professionalism and appropriate judgment in behavior, speech, dress, and appropriate professional manner for the work setting.
- Demonstrates effective human relations and communication skills.
- Adheres to good safety practices.
- Adheres to all district rules, regulations, and policies.
- Attends safety meetings and summer in-service meetings.
- Performs other duties as required or assigned.

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: commonly accepted office application software and machines; bus routing and dispatching; codes/laws/rules/regulations/policies; and safety practices.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; meeting deadlines and schedules; working with detailed information/data; and effective communication skills

Physical Demands

While performing the duties of this position an employee is regularly required to sit, talk and hear. The employee is frequently required to walk and use fingers. The employee is occasionally required to stand, reach and bend and lift and carry up to ten pounds. The employee must have the ability to lift 40 lbs. to shoulder height occasionally. Close vision ability to look at a computer screen for long periods of time is required.

Conditions and Environment

The environment is consistent with a typical school/office environment.