

## JOB DESCRIPTION

**Job Title:** Transportation Routing Technician I

**Division/Department:** Operations/Pupil Transportation

**Reports To:** Transportation Routing Specialist III

**Over-time Status:** Non-Exempt

**Date Written:** February 2020

**PURPOSE:** The employee in this classification is responsible for planning school bus routes and assigning students to buses utilizing the Department computerized routing system.

### **ESSENTIAL DUTIES:**

- Analyzes data pertaining to vehicle capacity, timing, road systems and safety concerns in order to develop school bus routes and schedules using the Department computerized routing system
- Assigns general education and/or exceptional education students to bus routes, including new students, and assignments when students have changes in school enrollment or address/daycare locations
- Solves issues such as overcrowding on buses or balancing loads to meet bell schedules
- Works with Department staff to solve challenging bus assignment issues, such as McKinney-Vento or out-of-zone students
- Works closely with other departments within the County, School Division and the public on issues related to school bus routing
- Effectively communicates with schools and other outside agencies on issues related to student transportation
- Reviews bus stop review requests and processes approved or denied requests appropriately
- Evaluates bus stop locations, on site if needed for safety and efficiency aspects
- Assists with the preparation and distribution of route information to Department staff, bus drivers and the parents of all students
- Assists with special projects to analyze changes in bell schedules and school zone attendance boundaries
- Prepares reports as necessary
- Performs related work as assigned

**MINIMUM REQUIREMENTS:** High School Diploma or GED; Considerable knowledge of pupil transportation operations and routing processes; must possess a working knowledge of School Board policies, Federal/State/Local laws and regulations pertaining to transportation of students; must have excellent computer skills utilizing the Microsoft Office Suite, Office 365 email, Google Docs; must have excellent verbal and written communication skills; must have the ability to work well independently; must have excellent customer service skills.

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board.

**EVALUATION:** Performance of this position will be evaluated annually in accordance with policies established by the Board.

**This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.**

**JOB TITLE:** Transportation Routing Technician I

**DEPARTMENT** Operations/Pupil Transportation

**ESSENTIAL ELEMENTS - JOB FUNCTIONS ASSESSMENT**

**Physical Requirements:**

- Stamina
- Seeing-General
- Close Vision
- Color Perception
- Hearing/Listening
- Clear Speech-Simple
- Clear Speech-Complex
- Touching
  - Dexterity
  - Hand
  - Finger
- Smelling
  - Smoke
  - Food
  - Cleanliness
- Tasting
- Walking
- Lifting (25 lbs)
- Pushing
- Pulling
- Typing
  - WPM
- Climbing Flights
- Carrying (25 lbs)
- Kneeling
- Stooping
- Bending
- Sitting
- Flexibility
  - Upper Body
  - Lower Body
- Running Distance
- Standing
- Driving
  - Car
  - Van
  - Truck
  - Bus

**Stress Factors:**

- Repetition
- High Pressure
- Hazards
- Fatigue
- Boredom

**Work Environment:**

- Works Alone
- Works w/Others
- Works Around Others
- Verbal Contact w/Others
- Face-to-Face Contact
- Shift Work
- Inside
- Outside
- Confined Areas
- Extreme Heat
- Extreme Cold
- Temperature Changes
- Wet and/or Humid
- Noise
- Vibration
- Mechanical Equipment
- Electrical Equipment
- Pressurized Equipment
- Burning Materials
- Moving Objects
- High Places
- Fumes/Odors
- Dirt/Dust
- Gases

**Mental Requirements:**

- Reading-Simple
- Reading-Complex
- Writing-Simple
- Writing-Complex
- Clerical
- Memorization
- Analyzing
- Perception
- Judgment
- Decision-Making

**Equipment:**

- Computer
- Keyboard
- Telephone
- Calculator
- Fire Alarm
- Switchboard Console
- Television Monitor
- Kitchen Appliances
- RadioBaseStation/Portable Radio
- Maintenance Tool Equipment

**Other:**

- Laundry Equipment
- Lift bus, wheelchairs, etc.
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