

Williamsburg-James City County Public Schools

ROUTING SPECIALIST II **Starting Salary: \$15.17/hour**

GENERAL

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.

DUTIES AND RESPONSIBILITIES

1. 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.
2. Reviews and revises regular and special education student bus routes and schedules. Maintains optimal efficiency of operation and use of buses and drivers.
3. Provides routing lists, driver's directions, and student rosters for schools, drivers, managers, and the public as required.
4. Supports the Assistant Coordinator of 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.
5. Assists department officials in responding to parental concerns by providing information on bus stops, times, and runs.
6. Employs routing software to conduct projections, simulations and studies as directed, including providing system-generated information to assist in the budget development process.
7. Models nondiscriminatory practices in all activities.
8. Conducts daily system and database maintenance functions.
9. Update maps to include drawing in new streets and defining attributes
10. Attends training to maintain requirements for First Aid and CPR certification.

Williamsburg-James City County Public Schools

11. Establish and manage acceptable run time length.
12. Manage and monitor appropriate student ridership for bus load capacities.
13. Assigns Bus Drivers and Bus Aides to new/modified runs.
14. Performs comparative analysis (actual vs. scheduled) and resolves discrepancies.
15. Provides back-up assistance to the Transportation Specialist.
16. Performs bus driving duties as required.
17. Performs any other related duties as assigned by the Assistant Coordinator of Transportation or other appropriate administrators.

SUPERVISION RECEIVED

Performs duties under the supervision of the Director of Transportation and/or the Assistant Coordinator of Transportation, who provides a formal performance evaluation annually. Consults state and local codes and regulations, and the school division's Policy Manual.

ESSENTIAL FUNCTIONS/JOB SPECIFICATIONS

EDUCATION: High school diploma or GED required.

LICENSURE: Possession of a valid motor vehicle operator's license issued by the State of Virginia. Must have a good driving record based upon the criteria of the Williamsburg-James City County School Division.

EXPERIENCE: Related experience as a bus driver preferred. Five to seven years of school bus routing experience. Prior experience with *school aged* children preferred. Must be 21 years of age. Must possess a Routing/Scheduling Certification. Candidate must submit a 5 year driving history and have a point balance of > -4.

ESSENTIAL TECHNICAL/MOTOR SKILLS: Must possess a CDL issued by the Commonwealth of Virginia prior to employment. Employees whose CDL is either revoked, suspended and/or rendered invalid are subject to termination. Must successfully complete the driver training course taught by the Williamsburg-James City County Public Schools. Must be able to acquire a minimum of a Class B license with passenger, school bus endorsements and air brake certification. Ability to speak clearly.

Williamsburg-James City County Public Schools

Ability to operate large vehicles in all types of road and weather conditions. Ability to operate two-way communication radio. Ability to operate wheelchair lifts. Ability to perform pre-trip inspections. Ability to operate a personal computer and Microsoft Office products to include Word and Excel required. Must have detailed understanding of transportation algorithms.

INTERPERSONAL SKILLS: Excellent communication skills necessary to positively interact with students and staff members. Ability to establish and maintain harmonious working relationships with co-workers, other school division personnel, and the general public. Prior supervisory skills preferred. Must be able to handle frequent interruptions and deadlines including changes in schedules due to special student activities, early dismissal, etc.

ESSENTIAL PHYSICAL REQUIREMENTS: Ability to sit or stand for long periods of time. Ability to reach, bend, and stoop. Ability to move about the bus and office space. Ability to lift 50 pounds unassisted. Must be able to meet the requirements of the annual DOE physical.

ESSENTIAL MENTAL REQUIREMENTS: Able to follow instructions and complete tasks efficiently. Must be able to read and hear directions to maintain safety. Should have knowledge of local community and roads. Ability to use good judgment and be dependable. Ability to perform in a stressful environment, keep a cool head in emergencies, and to make critical decisions quickly.

ESSENTIAL SENSORY REQUIREMENTS: Ability to communicate with students, staff, and community members.

EXPOSURE TO HAZARDS: Exposure to gasoline and diesel fumes, oil, and other cleaning supplies.

OTHER: Must be physically able to comply with drug and alcohol testing requirements as outlined by federal, local and school board policies. Completion of a Driving Course within one year of initial employment. Successful completion of a Red Cross First Aid and CPR course. Obtain a current physician's certificate of health through the school division's contracted provider (only) prior to being eligible for employment.

Reports to: Assistant Coordinator of Transportation
