

### SECTION I: GENERAL INFORMATION

<b>Classification Title:</b> Routing Specialist	<b>Department:</b> Transportation	<b>Unit:</b> Unaffiliated
<b>Immediate Supervisor:</b> Transportation Supervisor	<b>Grade Placement:</b>	<b>FLSA Status:</b> Non-exempt
<p><b>Job Summary:</b></p> <p>Under the direction of the Transportation Supervisor, the Routing Specialist is responsible formulating and establishing bus routes, training bus drivers, coordinating transportation issues/needs between the transportation department, drivers, educational assistants, activities programs within schools, special needs programs and regular education programs. Duties of the position also include serving as the Safety Coordinator in investigating, reducing and/or preventing accidents and implementing prevention plans; training bus drivers in safety procedures and student behavioral management on the bus.</p> <p>Essential duties outlined below are intended as “representative” examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification. A classification description, unlike job description or position description, is designed to capture the general expectations, complexity level, and nature of work of any position that may be allocated to this classification.</p>		

### SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Creates, modifies and implements routes according to transportation requests, district policy, state statutes and available resources utilizing transportation technology and routing/scheduling application(s) and information systems.
  - Analyzes routes for safety concerns and time constraints.
  - Consults with drivers and parents regarding routing concerns and changes. Modifies routes as appropriate.
  - Informs drivers of all routes/changes/updates.
  - Maintains and updates all student information and records (i.e. new enrollments, childcare form changes, special education forms, error reports for TIES, etc.).
  - Receives trip requests via email. Schedules trip request per district procedures and coordinates bus assignments and driver availability. Creates mapping schemes for drivers and enters information into driver ticket program. Records, files and mails information regarding trip to Business Office for billing.
  - Dispatches busses on routes and trips according to preplanned schedules. Monitors routes via GPS software and interacts with drivers, parents and/or school officials regarding route progress or delays. Communicates directly with drivers concerning needs or issues and coordinates transportation concerns/issues such as weather, traffic, mechanical issues, or hazards.
2. Trains new employees, students, bus drivers and educational assistants concerning safety standards, procedures and requirements.
  - Demonstrates proper procedures for driving buses, vans, and cars.
  - Instructs staff on the proper handling of equipment for special needs students.
  - Provides training on student safety both on and off the bus.
  - Provides training for the handling of student discipline and emergency situations.
  - Monitors and maintains driver records and compliance with regulations for driver qualifications, training, and licensure. Maintains records of driver personal information, medical examinations, background checks, driving records, drug testing, and endorsements.
  - Trains students in bus safety and their responsibilities and rules on and around buses and bus stops.

3. Receives transportation discipline reports from drivers and discusses situations with drivers. Reviews prior reports and current reports to determine appropriate actions. Contacts parents to relay student actions and decisions to be taken by Transportation Department (i.e. warning, suspension, or other actions). Notifies school personnel of actions.
4. Facilitates monthly safety meetings with bus drivers relaying issues of contract compliance, federal/state regulations, best practices, school policies, and/or location specific protocols. Reviews incident and accident report forms, investigates stop arm violations, collects and emails evidence to local authorities.
5. Collaborates, attends meetings and works with other district personnel regarding procedures to enhance safety and security of students; protocols for the loading and unloading of students, or other transportation issues/concerns..
6. Collects and coordinates leave requests in order to ensure coverage of various routes and duties. Maintains paperwork, documentation, and reporting of leaves to District Office. Reviews driver timesheets making sure proper coding and hours are accurate and complete on payroll forms and travel expense forms. Reviews and files monthly mileage trip and pretrip forms.
7. Performs other duties of a comparable level or type, as required.
  - Attends training sessions, conferences, seminars, district and departmental meetings.
  - Serves as an on-call driver for routes or trips, as needed..

**SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS**

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>			
<b>REQUIRED EDUCATION/TRAINING (choose one)</b>		<b>DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)</b>	
	<b>less than high school diploma</b>		<b>Major field of study or degree emphasis:</b>
x	<b>High school diploma or GED.</b>		
	<b>1 year college</b>	<b>2 years college</b>	
	<b>3 years college</b>	<b>4 years college</b>	
	<b>1st year graduate level</b>		<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b> <ul style="list-style-type: none"> <li>• Knowledge of relevant laws, statutes, rules or guidelines pertaining to transportation or safety issues.</li> <li>• Fundamentals of transportation safety, operations and needs.</li> <li>• Fundamentals of transportation routing and scheduling.</li> <li>• Knowledge of business productivity software (i.e. Word, Excel, Access, PowerPoint, Outlook, e-mail) used in the daily administrative functions of the office and specialized applications utilized in the routing and scheduling (i.e. Versa Trans, Trip Direct, Synovia Silverlining, etc.)</li> <li>• Knowledge of roads and geography of district and its boundaries.</li> <li>• Training and assessment techniques and fundamentals.</li> <li>• Rules of the road and operation of buses.</li> </ul>
	<b>2nd year graduate level</b>		



**Required Work Experience in Addition to Formal Education/Training:**  
Requires a minimum of 5 related experience driving school buses, dispatch and/or routing experience.

<b>LICENSE/ CERTIFICATION</b>	<b>Identify licenses/certification required:</b> Class B Driver's License with Passenger, School Bus and No Air Brake Restriction, Certification in First Aid and CPR.
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<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	<p><b>Skilled in:</b></p> <ul style="list-style-type: none"> <li>• Applying judgment and principles in coordinating the set up, creation of bus schedules and routes.</li> <li>• Maintaining driver records, driver information, qualifications, drug tests, and other documentation required according to district policies, procedures or regulations.</li> <li>• Bus operation and following rules of the road and safety regulations and requirements.</li> <li>• Writing safety, training and evaluation reports and/or protocols and procedures for school and driving staff.</li> <li>• Reviewing driver timesheets, mileage reports and expense reports to assure accuracy and completeness.</li> <li>• Planning and conducting training sessions and safety meetings.</li> <li>• Presentational skills.</li> <li>• Judgment, discretion and problem solving skills to deal with bus discipline and behavioral issues with students, parents, drivers and staff.</li> <li>• Public/customer relation activities associated with addressing staff and/or community questions, answers or concerns pertaining to safety, scheduling or related transportation issues.</li> <li>• Investigating incidents, accidents or safety issues and resolving related conflicts, problems or issues.</li> <li>• Time management and organizational skills.</li> <li>• Driving and training staff in bus operations.</li> </ul>
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**PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)**

Physical Activities	Amount of Time Spent				Lifting/Forcing Exerting	Amount of Time Spent			
	None	1/3 Less	1/3 to 2/3	Over 2/3		None	1/3 Less	1/3 to 2/3	Over 2/3
Stand		X			Up to 10 lbs			X	
Walk		X			Up to 25 lbs	X			
Sit				X	Up to 50 lbs	X			
Use hands to finger, handle or feel				X	Up to 100 lbs	X			
Reach with hands and arms				X	Over 100 lbs.	X			
Climb or balance	X								
Stoop, kneel, crouch or crawl		X							
Talk or hear				X					
Taste or smell	X								

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

**Physical requirements associated with the position can be best summarized as follows:**  
**Sedentary Work:**  
 Exerting up to 10 pounds of force frequently and/or a negligible amount of force constantly to lift, carry, push, pull or otherwise move objects, including the human body.



<b>HAZARDOUS WORKING CONDITIONS</b>	<b>Unusual or hazardous working conditions related to performance of duties:</b> Duties are generally performed in an administrative/office/school setting where there are minimal environmental hazards and risks. Employee may be exposed occasionally to some conditions involving human interactions, unexpected hours and meetings.
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**SECTION IV: DISTRICT MISSION AND CORE VALUES**

<b>OUR MISSION</b>	<i>Our mission is to equip all students with the knowledge and skills to empower them to achieve their dreams and full potential while becoming responsible citizens in a dynamic world</i>
<b>CORE VALUES</b>	<b>We believe that:</b> <ul style="list-style-type: none"> <li>• Trust and respect are fundamental for thriving relationships.</li> <li>• Our community flourishes when individuals, families and organizations collaborate.</li> <li>• Every person matters and has value.</li> <li>• Responsibility and accountability are essential for personal growth, organizational improvement and community engagement.</li> <li>• Commitment to high expectations is essential to help achieve full individual and collective potential.</li> </ul>
<b>MISSION OUTCOMES</b>	<b>By 2020, all students will...</b> <ul style="list-style-type: none"> <li>• Develop a personalized education path they can articulate and use to progress toward their evolving dreams.</li> <li>• Identify and choose positive ways they can take active ownership in their community while recognizing its diversity.</li> </ul>
<b>STRATEGIES</b>	<b>We will...</b> <ul style="list-style-type: none"> <li>• Ensure that every employee understands, supports and promotes our core values and mission.</li> <li>• Build trust and facilitate engagement with all ISD 15 stakeholders.</li> <li>• Align and support all educational programs and services to achieve our mission and mission outcomes.</li> </ul>
<b>STRATEGIC DELIMITERS</b>	<b>We will NOT...</b> <ul style="list-style-type: none"> <li>• Continue or adopt any program or service unless it is aligned with and advances the mission and is accompanied by the necessary human and financial resources</li> <li>• Make decisions without the use of relevant data provided by the appropriate personnel.</li> <li>• Allow past experiences to interfere with the consideration of new ideas.</li> </ul>

**SECTION V: CLASSIFICATION HISTORY AND APPROVAL**

<p><b>This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.</b></p>	
<hr style="border: none; border-top: 1px solid black;"/> <p><b>Department Head's Signature</b></p>	<hr style="border: none; border-top: 1px solid black;"/> <p><b>Date</b></p>
<p><b>Classification History:</b>  Created classification description 5/2016 BCC</p>	

