



JOB TITLE	DEPARTMENT	REPORTS TO
Route Specialist	Transportation	Bus Route Supervisor

Position No: 78021	Length of Work Year: 12 Months
Salary Schedule: C27	Date Approved: 8/26/97
FSLA: Non-exempt	Date Revised: 8/10/99

JOB GOAL
To provide appropriate and efficient routing of school buses and to communicate and coordinate well with school personnel and parents as related to school transportation.

MINIMUM QUALIFICATIONS

1. High school diploma or equivalent
2. Excellent communication skills
3. A minimum of three years of successful experience in Education or Transportation.
4. Background or course work in computer utilization.
5. Ability to perform the functions of the position.

DESIRABLE QUALIFICATIONS:

1. Post secondary studies in computer assisted management systems.
2. Experience in position requiring effective working relationships with office staff, principals, and the public.
3. General geographical knowledge of the county.
4. Experience with automated school bus transportation systems or computerized management systems.

DUTIES AND RESPONSIBILITIES

1. To work as team member assigned to maintain and update an automated transportation routing system.
2. To plan and coordinate with the Student Assignment Office, Exceptional Child Education Department, and MIS unit and bus drivers for the purposes of designing the district's routing system.
3. To assist in surveying transportation needs and recommend scheduling of bus routes as appropriate.
4. To assist MIS with the implementation of the operational plan for controlled choice student assignment system.
5. To assist in communicating to parents, school personnel, and the public in matters that pertain to transportation services and the safe utilization of such services.
6. To assist in the development of policy administrative guidelines for transportation services.
7. To work with departments, clerical and terminal operators in verification and maintaining accurate transportation and bus routing information.
8. To assist in compiling and maintaining pupil transportation statistics needed for state-mandated and other required reports.
9. To assist in maintaining current maps necessary for spot mapping and routing purposes.
10. To perform assigned tasks in a timely and efficient manner.
11. To perform assigned tasks with a high standard of quality.
12. To perform other duties as assigned by supervisors.

PHYSICAL DEMAND CLASS:

Sedentary (S) - Infrequent lifting and carrying of objects weighing 10 pounds or less. Infrequent walking and/or standing may be required.