



JOB TITLE	DEPARTMENT	REPORTS TO
Transportation Routing and Field Trip Manager	Transportation	Director of Transportation

Position No: 78020	Length of Work Year: 12 Months
Salary Schedule: P06	Date Approved: 8/11/15
FSLA: Exempt	Date Revised:

JOB GOAL
Perform managerial and supervisory duties for routing and field trip operations and for the Transportation Department's call center.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. High school diploma or equivalent. Bachelor's degree preferred. 2. Valid Florida Driver's License. 3. Thorough understanding of routing and scheduling principles 4. Experience working with technology used in transportation and routing operations. 5. Minimum of three (3) years of successful supervisory experience with logistics related to student transportation, including call centers and customer service related operations. 6. Ability to follow and give instructions (verbal and written) in the completion of an assigned task. 7. Knowledge of district geography preferred, along with experience with computerized mapping interfaces such as ARC GIS and use of GIS overlays. 8. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Has the primary responsibility to implement the safe, efficient routing of all buses for all programs providing bus transportation in the District. 2. Primary liaison to the ITS department, communicating needs of the Transportation Department in regard to technology issues. 3. Assign all field trip, midday, and tutorial extra work in compliance with district policy and bargaining unit contract and manage the invoice billing process for all field trip, activity bus, daycare, and parent pay transportation. 4. Maintain positive customer service environment using call center and technology to provide accurate and timely communications with school bus drivers, bus aides, schools, district staff, parents, law enforcement and the public in matters concerning transportation. 5. Maintains and updates databases and software that include maps, routes, and other data. Provides support to District staff, DOE, and outside agencies with assorted data requests. 6. Serves on various District and community committees to advocate for the District's interests and to assess the impact on the transportation operation. 7. Continuously monitors and analyzes arrival, layover, and departure times of buses, student loads, and various other data to ensure most efficient routing. Makes needed corrections as required. 8. Makes recommendations on bell times, vehicle type and size, etc. that would enhance efficiency and cost effectiveness. 9. Systematically reviews bus stops in conjunction with the Safety and Training Manager to ensure optimum student safety and to determine qualified hazardous stops. 10. Determines and updates route run times as the basis for driver/aide daily lock-in hours. 11. Analyzes various reports to assess effectiveness of department in fulfilling its responsibilities.

12. Schedules and coordinates overall Florida Education Finance Program (FEFP) reporting to the state (DOE). Reviews with Director of Transportation to ensure veracity of the information collected.
13. Works with various technology vendors to resolve system problems/limitations that impede our ability to route and schedule effectively.
14. To perform assigned tasks in a timely and efficient manner with a high standard of quality.
15. To perform other duties as assigned by the supervisor.

PHYSICAL DEMAND CLASS:

Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.