

MADERA UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

Position: Transportation Router
Department/Site: Transportation
Reports to: Director of Transportation

Classification: Classified
Schedule: Classified
Salary Range: 24
FLSA: Non - exempt

PURPOSE STATEMENT

Performs a variety of work in developing and maintaining computerized bus routes and schedules. Assists with the Dispatch responsibilities of the Department.

ESSENTIAL FUNCTIONS

- Develops and maintains a computerized database of school bus routing and scheduling information.
- Assists in the routing and scheduling of school buses.
- Generates schedules and routes information to be provided to newspapers, radio and television stations and other public information sources.
- Reviews regular and exceptional student bus schedules and routes for efficiency of operation and use of buses and maintains current route sheet.
- Provides information to parents and schools concerning bus routes and schedules.
- Assists in computing and analyzing expenses.
- Develops routing procedures and uses computer programs to assure efficient transportation of students.
- Contracts charter bus service to assist with pupil transportation.
- Coordinates special transportation needs with school site personnel.
- Assists in the identification and recommendation of locations for bus stops.
- Assist in the preparation of reports and maintenance of records.
- Verifies billing for contracted transportation services.
- Assists in the dispatch function.
- Drives a school bus over designated routes in emergency situations.

OTHER FUNCTIONS

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Basic math, including calculations using fractions, percents, and/or ratios

- Read technical information, compose a variety of documents, and/or facilitate group discussions
- Modern and complex principles and practices of efficient and economical bus routing and employee scheduling
- Procedures, methods and techniques of dispatching and scheduling buses
- Safe driving practices are essential
- Federal, State and local laws
- Codes and regulations pertaining to school bus operations and pupil transportation

Skills and Abilities to:

- Perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions
- Problem solving is required to analyze issues and create action plans
- Operating standard office equipment including using a variety of software applications; database management, computer based routing systems and their applications
- Operating and maintaining accurate records
- Meeting deadlines and schedule a number of activities, meetings, and/or events
- Gather, collate, and/or classify data
- Flexibility is required to work with others in a wide variety of circumstances
- Work with data utilizing defined and similar processes
- Operate equipment using standardized methods
- Work with a diversity of individuals and/or groups
- Data requires independent interpretation of guidelines
- Perform all of the essential duties of the position with minimal supervision
- Apply District and other applicable rules and regulations pertaining to pupil transportation
- Operate a school bus observing all pertinent safety and transportation regulations
- Communicate on a formal and informal level with individuals both inside and outside of the District setting
- Visual acuity to read words and numbers and speaking and hearing to communicate in person, over the phone or by two way radio
- Adapting to changing work priorities
- Work with a diversity of individuals and/or groups
- Exercise sound judgment

RESPONSIBILITIES

Working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. This job is performed in a generally clean and healthy environment.

MINIMUM QUALIFICATIONS

Experience:

Two years of responsible bus driving experience is required. One year of specialized training in the use of microcomputer proficiency required.

Education:

High School diploma or equivalent.

Required Testing:

- Pre-employment Proficiency Test
- Pre-employment Physical Exam

Continuing Education/Training

- Maintain as needed

Certificates/Licenses

- Valid California Commercial Driver's License with P and S Endorsements
- Medical-Examiner's Certificate
- Valid California School Bus Driver Certificate
- First Aid Certificate or passage of California Highway Patrol (CHP) First Aid Test

Clearances

- FBI/ DOJ Background Clearance
- TB Clearance
- Physical Demands (F)