

**CLOVIS UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>Position:</b>	Transportation Router	<b>FLSA:</b>	Exempt
<b>Department/Site:</b>	Transportation	<b>Salary Grade:</b>	118
<b>Reports to/Evaluated by:</b>	Director of Transportation	<b>Salary Schedule:</b>	Classified Management

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**SUMMARY**

Under general direction from the Director of Transportation, performs a variety of work in developing and maintaining computerized bus routes and schedules. Duties are normally routine in nature and follow well defined practices and procedures. However, judgment and discretion are required to deal with emergency and/or unanticipated situations. Work is completed independently with direction available from the Manager should unusual or complex situations arise. Work contacts extend beyond peers to parents, students and the general public and require well developed communication skills. Errors in judgment may have a significant adverse impact on costs, safety of students or the public or legal liabilities.

**DISTINGUISHING CAREER FEATURES**

This is a management position in the Transportation series, requiring specialized training or experience. Advancement along the Transportation line will require additional formal training and/or experience in transportation management.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Develops and maintains a computerized database of school bus routing and scheduling information. Completes the routing and scheduling of school buses. Generates schedules and routes to be provided on the District’s website.
- Reviews regular and special education student bus schedules and routes for efficiency of operation and use of buses. Maintains current route sheets. Provides information to parents and school sites concerning bus routes and schedules.
- Assists in computing and analyzing expenses. Develops routing procedures and uses computer programs to assure efficient transportation of students.
- Coordinates special transportation needs with school site personnel.
- Assists in the identification and recommendation of locations for bus stops. Assists with the preparation of reports and maintenance of records.
- Assists in the dispatch function during emergencies or in the absence of the assigned dispatcher.

- May drive a school bus to cover designated routes as needed.
- Performs other related duties and responsibilities as required.

## **QUALIFICATIONS**

**Knowledge and Skills:** Requires a thorough knowledge of the modern and complex principles and practices of efficient and economical bus routing and employee scheduling. Requires knowledge of the procedures, methods and techniques of dispatching and scheduling school buses. Safe driving practices are essential. Requires knowledge of computer operations and data base management, and computer based routing systems and their applications. Must have good knowledge of the geographic and topographic characteristics of the community served by the District. Requires knowledge of the pertinent Federal, State and local laws, codes and regulations pertaining to school bus operations, pupil transportation and language and responsibilities pertaining to the Collective Bargaining Agreement.

**Abilities:** Requires the ability to perform all of the essential duties of the position with minimal supervision. Requires the ability to apply District and other applicable rules and regulations pertaining to pupil transportation. Requires the ability to operate a school bus observing all pertinent safety and transportation regulations. Requires the ability to communicate on a formal and informal level with individuals both inside and outside of the District setting. Requires good arm, hand, finger dexterity in order to operate keyboard, and other office equipment. Requires visual acuity to read words and numbers and speaking and hearing to communicate in person, over the phone or by two way radio.

**Education and/or Experience:** High School Diploma, or G.E.D. Certificate. Additional specialized training in the use of computer software programs..

**Licenses and Certificates:** Currently hold or able to obtain: valid Commercial Driver's License; medical examination card; valid California Special Driver Certificate with a School Bus endorsement and valid First Aid Certificate within one year.

**Working Conditions:** Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.