

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

7/09	TRANSPORTATION ROUTER	2.11.15
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PURPOSE

To improve student achievement by performing a variety of duties related to the safe and efficient routing of District transportation vehicles to serve the needs of students attending school in the Salem-Keizer School District.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned supervisor. Methods of performing tasks are outlined or explained in general terms and work is reviewed by a supervisor at intervals during progress and upon completion.

ESSENTIAL FUNCTIONS OF THE JOB - May include, but are not limited to, the following:

Designing, coordinating and implementing both regular and special education routing.

Creating routing solutions for the safe and efficient transport of students and staff.

Operating computerized transportation routing system.

Providing information to drivers of transportation vehicles through dispatch and shop.

Correcting and updating time schedules and route maps.

Verifying drivers are performing routes as assigned

Advising drivers on possible solutions concerning routing problems they may encounter on bus routes.

Responding to routing concerns from others.

Preparing and updating reports on a computer.

Providing information for use in budget development, state reports, billing and dispatch.

Providing routing information to assist manager in the supervision and evaluation of department personnel.

Maintaining route-related records and assisting in recommending bus equipment requirements.

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Receiving and processing requests for transportation of students

Assisting and training others on computerized routing system operation.

Assisting in the preparation and execution of route bid processes

Creating and maintaining weekly reports to track duties performed, students serviced and performance measures.

Developing, implementing, and monitoring bus routes, runs and stops for peak safety and efficiency.

Maintaining regular and consistent attendance and punctuality.

Performing related duties consistent with job description and assignment.

MINIMUM QUALIFICATIONS

Knowledge of:

Routing practices and concepts

Standards, laws, codes, rules, regulations, policies and procedures relating to student transportation needs

Current provisions of the Federal Motor Vehicle Safety Standards; the Oregon Motor Vehicle and Oregon Department of Education laws, regulations and guidelines

Special education and regular education transportation routing needs and requirements

Special equipment that may be required to transport students

Principles of safe driving

Office computer software

Office procedures, practices and computer equipment

Ability to:

Learn streets and roads within District boundaries and read a map

Learn District policies applicable to the operation of vehicles transporting students

Learn to operate the district's computerized transportation routing system(s)

Communicate with drivers concerning policy and procedures

Assist in assigning equipment to buses efficiently

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Work accurately with minimal supervision

Drive a transport vehicle safely and efficiently

Establish and maintain effective and collaborative working relationships with those contacted in the course of work

Communicate clearly and concisely, both orally and in writing

Handle situations tactfully within level of responsibility and refer appropriate matters to a supervisor

Handle high level of stress and difficult customers

Prioritize and multi-task

Exercise sound independent judgment

Maintain strong public relations through proactive problem-solving; maintain confidentiality

Exercise attention to details

Work effectively within a team environment

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

Experience:

One year of transportation dispatching experience, preferred.

One year of routing experience supplemented by on-the-job training, desirable.

Three years of local route driving experience, with one year of standby driving experience, desirable.

Documented software manufacturer sponsored training in a computerized routing system, desirable.

Training:

Equivalent to the completion of the twelfth grade.

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Special Requirements

Possession of, or the ability to obtain within six months, a valid Class B Oregon Commercial driver's license with applicable endorsements for school bus driving.

Work Environment:

Climate controlled office and exposure to moderate to high noise intensity levels from two-way radios and telephones. May include driving school buses or other district vehicles in various road and weather conditions.

High level of contact with district personnel. Minimal contact with outside agencies/community.

Physical Requirements:

Constant talking, hearing, and sitting for prolonged periods in a confined area. Frequent reaching, handling and fingering. Mobility to work in typical office setting and use standard office equipment. Vision: Frequent near and far acuity. Vision to read printed materials and computer screen or other monitoring devices.

Strength: Generally sedentary/light. Exerting up to 15 pounds of force occasionally, and/or up to 10 pounds of force constantly to move objects.

For bus driving duties: Medium/heavy – Exert force to 50-75 pounds occasionally and/or 20 to 35 pounds of force frequently, and/or 10 pounds of force constantly to move objects. May involve significant stand/walk/carry/push/pull.

NOTE: Safety sensitive job class. Employees in this job classification will be subject to random selection for mandatory alcohol/controlled substance testing.

Salem-Keizer School District is an equal opportunity employer.

Position: Transportation Router

I am willing and able to perform the duties of this job:

Signature: _____

Date: _____

Print Name : _____