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SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

7/10	LEAD TRANSPORTATION ROUTER	2.11.16
Effective Date	Job Title	Index

PURPOSE

To improve student achievement by coordinating a variety of duties related to the safe and efficient routing of district transportation vehicles.

CLASS CHARACTERISTICS

This is the lead worker level class in the Router series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. By virtue of the complexity of the work, positions in this class are also assigned responsibility to assist in coordinating and assigning the work of subordinate classes in the same class series and to assist in resolving technical and procedural problems encountered by subordinate staff. Positions in this class are predominantly working positions but include some daily work coordination duties.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from an assigned supervisor. Methods of performing tasks are usually left to the judgment of the employee with a supervisor giving occasional instructions, advice, and decisions. Work is reviewed periodically to assure compliance to standards and measured results.

Exercises functional and technical supervision over assigned personnel.

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

Coordinating the work of other routing personnel; responding to technical questions regarding route efficiency, structure, and design, utilization of routing software, and work prioritization in conjunction with supervisor.

Providing advanced level of routing solutions, report functions, scenario applications, data generation, and software applications.

Assisting supervisor in systems, process, and work flow analysis for effectiveness and efficiency.

Quantifying and verifying information and data necessary for budget development and cost projections as needed.

Leading routing team in effectively collaborating with all transportation areas, programs, and schools in the accomplishment of the district mission.

Ensuring that routing tasks are kept on schedule through and with the assistance of the routing team.

Training and developing the skill level of routing personnel.

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Salem-Keizer Public Schools
Lead Transportation Router (continued)

Assisting supervisor in maintaining department readiness for inclement weather, collision, emergency response plans, cyclical workloads, cost containment, attendance patterns, and altered school schedules as it pertains to training.

Assisting supervisor in delivering and maintaining current information for ODE supplemental plan and the completion of state reports, safe school bus stop locations, school walk zones, safe routes to school, and site assessments.

Examining routes and/or schedules and making recommendations to supervisor that maximize efficiency and cost containment.

Assisting the TIS department in evaluating systems, software, and/or information to ensure systems are functioning, secure, and backed-up.

Maintaining regular and consistent attendance and punctuality.

Performing related duties consistent with job description and assignment.

MINIMUM QUALIFICATIONS

Knowledge of:

Routing applications, concepts, and practices.

Rules and regulations as they pertain to school bus drivers including but not limited to district policies and rules applicable to school bus operations, Oregon Department of Motor Vehicles Commercial Driver License, Oregon Department of Education school bus certification, PL 94-142, FMVSS, IDEA, ADA, and McKinney-Vento Act.

School bus capacity, equipment, seating configurations, and principles of safe driving.

Hazardous walking conditions and implications on route structures, e.g. supplemental plan requirements.

Streets, roads, and school locations within the district boundaries.

Office procedures, practices, computer equipment and applicable related software.

Ability to:

Establish and maintain effective and collaborate working relationships with those contacted in the course of work, demonstrating excellent public relations skills.

Exchange and/or convey information and receive work direction.

Plan, estimate, coordinate, and schedule the work of others.

Analyze operations and recommend changes or concepts as necessary.

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Salem-Keizer Public Schools
Lead Transportation Router (continued)

Coordinate the scope of work to organize students to stops, stops into runs, runs into routes.

Assist in the development and maintenance of routing philosophies to maximize efficiency and minimize impact on students.

Contribute thoughts and processes that will result in a pattern of continuous improvement and advance the district's efforts toward student achievement.

Understand various program and services needs and desires relative to student achievement and transportation.

Learn streets and roads within district boundaries and read and interpret maps.

Work well independently and under pressure to make decisions, exercising sound, independent judgment and attention to details.

Maintain safe driving record and appropriate licensure.

Drive a transport vehicle safely and efficiently.

Communicate clearly and concisely in English, both orally and in writing.

Operate a computer and related peripheral equipment and software.

Prioritize, multi-task, and meet deadlines.

Work effectively within a team environment.

Maintain flexible work hours.

Assign equipment to buses efficiently and buses to routes.

Work under strict deadlines in a fast-paced environment with demanding customers.

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:

At least one year of transportation routing experience.

Two or more 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.

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Salem-Keizer Public Schools
Lead Transportation Router (continued)

Training:

Equivalent to the completion of the twelfth grade. Additional specialized training in a related field is desirable.

Special Requirements:

Possession of, or the ability to obtain within six months, a valid Class B Oregon Commercial Driver 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: Lead Transportation Router

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

Signature: _____

Date: _____

Print Name : _____