

AUTAUGA COUNTY BOARD OF EDUCATION
PERSONNEL DEPARTMENT
153 West Fourth Street
Prattville, Alabama 36067

POSITION ANNOUNCEMENT

November 4, 2022

The Autauga County Board of Education is now accepting applications for the position of Route Specialist at Transportation Department

Job Description: Please see the attached Autauga County Board of Education (ACBOE) job description for this position.

Qualifications: Please see the attached ACBOE job description for this position.

Effective Date: Following Board Approval

Salary: \$53,194 - \$62,964 (Based on salary matrix and experience in this position)

Contract Length: 240 days (12months)

Application Information: Go to https://ats1.atenterprise.powerschool.com/ats/app_login?COMPANY_ID=00008500 to complete the on-line application. On the *Where do you want to work?* page, click "Deselect All". Then click on the "+" located next to the Alabama State Department Education check box. Click the box next to District 5 and click "+" next to the District 5 box. Then check the box for Autauga County. Complete all sections of the application; do not put "see resume".

Application Deadline: November 12, 2022 or until filled

The Autauga County Board of Education is an equal opportunity employer and does not discriminate in employment on the basis of religion, race, color, sex, national origin, age or disability. Minorities are encouraged to apply.

ROUTE SPECIALIST

POSITION TITLE: Route Specialist

RESPONSIBLE TO: Superintendent

REPORTS TO: Transportation Supervisor

QUALIFICATIONS:

1. High school diploma or equivalent
2. Valid Commercial Driver's License
3. Valid Alabama State Department of Education School Bus Driver's Certificate - to be renewed annually
4. Possess Alabama Department of Education Certificate of Completion for School Bus Mechanic or willingness to obtain
5. Satisfactory driving record
6. Satisfactory pre-employment drug screening
7. Experience in bus routing, scheduling, and logistic principles, preferred
8. Proficiency in verbal and written communication skills
9. Experience in computer operations and in preparing reports

PERFORMANCE RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

1. Supervise Shop Assistant and Utility Worker
2. Develop and implement safe, efficient school bus routes in accordance with all federal, state, and local laws and ordinances.
3. Monitor and analyze data related to arrival, layover, and departure times of buses, student loads, and any other relevant information to make adjustments to routes and/or bus schedules when needed. (This may include the need to ride bus routes and check bus stops)
4. Coordinate changes to bus routes and/or bus stops with drivers and transportation staff.
5. Recommend new bus routes as needed.
6. Update and maintain the ACBOE Route and Zone book; provide updated information to the Transportation Department and to all schools.
7. Ensure each bus has up-to-date student rosters and turn-by-turn directions.
8. Assist with assigning substitute bus drivers and bus aides to routes when regular drivers and/or bus aides are absent.
9. Assist the Transportation Supervisor with preparing and implementing the budget.
10. Coordinate ALSDE Pupil Transportation New Driver and Recertification classes, to include training classes for substitute bus drivers and bus aides.
11. Assist in providing bus video to school administrators, if needed.
12. Transport ACBOE students when needed.
13. Perform any other duty as assigned.

JOB GOAL:

To keep county cars and buses in such a state of operating excellence that they present no problems or interruptions to the educational program.

