

**SCHOOL DISTRICT OF GADSDEN COUNTY  
SERVICE DEFINITIONS AND DATA COLLECTION FORM  
ROUTING SPECIALIST**

**1. SERVICE DELIVERY**

- \_\_\_\_\_ 1. Plan and coordinate school bus routes and stop locations.
- \_\_\_\_\_ 2. Maintain a bus driver substitute list and obtain substitutes as needed.
- \_\_\_\_\_ 3. Assist principals with planning of transportation for field trips and athletic events.
- \_\_\_\_\_ 4. Handle minor discipline problems involving drivers and students beyond the school level.
- \_\_\_\_\_ 5. Dispatch law enforcement as needed.
- \_\_\_\_\_ 6. Administer all paperwork related to routing and bus assignments.
- \_\_\_\_\_ 7. Handle all payroll within department.
- \_\_\_\_\_ 8. Enter all appropriate data into computer system.
- \_\_\_\_\_ 9. Make route changes including driver assignments as conditions dictate.
- \_\_\_\_\_ 10. Handle transportation FTE.
- \_\_\_\_\_ 11. Handle drug testing procedures as requested.

**2. EMPLOYEE QUALITIES / RESPONSIBILITIES**

- \_\_\_\_\_ 12. Work independently and as a team member.
- \_\_\_\_\_ 13. Interact with school personnel, parents and bus personnel.
- \_\_\_\_\_ 14. Report to work punctually and regularly.
- \_\_\_\_\_ 15. Display an appropriate work ethic.
- \_\_\_\_\_ 16. Follow transportation policies and procedures.

**3. SYSTEM SUPPORT**

- \_\_\_\_\_ 17. Communicate well with Director of Transportation.
- \_\_\_\_\_ 18. Maintain a positive relationship with schools and staff.
- \_\_\_\_\_ 19. Represent the School Board in an appropriate manner.
- \_\_\_\_\_ 20. Perform other duties as assigned.

**4. WORKSITE SERVICE STANDARDS**

INDICATORS

- \_\_\_\_\_ 21. Student growth and achievement, the work ethic, fostering and developing professional image, collaboration and affirmative networking, systemic and systematic preparation for function delivery, interpersonal interaction, teammanship and communication skills, translating organizational purpose into observable behavior and others.
- \_\_\_\_\_ 22. \_\_\_\_\_
- \_\_\_\_\_ 23. \_\_\_\_\_
- \_\_\_\_\_ 24. \_\_\_\_\_
- \_\_\_\_\_ 25. \_\_\_\_\_

ROUTING SPECIALIST (Continued)

**5. ASSESSMENT AND OTHER SERVICES**

- \_\_\_\_\_ 26. The use of the adopted performance appraisal systems for instructional and other employees.
- \_\_\_\_\_ 27. The accurate and timely filing of all school reports
- \_\_\_\_\_ 28. The completion of required professional development services.
- \_\_\_\_\_ 29. \_\_\_\_\_
- \_\_\_\_\_ 30. \_\_\_\_\_

**DATA COLLECTION CODES**

O -- Observed  
C -- Collected Data

I – Clearly Indicated  
NE – Not Evident

**INTERACTION DATES**

**Formal Observations**

**Informal Observations**

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Signature of Evaluator / Date)