



Mobile County PUBLIC SCHOOLS

Job Description Title – TRANSPORTATION ROUTE SPECIALIST

SUPERVISED BY/REPORTS TO: Transportation Coordinator or his/her designee

FLSA Designation: Non-exempt

BASIC FUNCTION:

Under the general direction of an assigned supervisor, monitor and coordinate the daily operational transportation needs of the District, as well as the County Department of Transportation, as they relate to routing and scheduling to meet the needs of students, staff, and sites; assist in the operation of a transportation scheduling and routing system; drive a route bus when needed.

QUALIFICATIONS:

- Ability to meet the suitability criteria for employment under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
- Must be willing to travel extensively in county of assignment, as required.
- Must have valid Commercial Drivers License and State School Bus Drivers Certificate within six months of assignment.
- Must be in good physical condition and capable of enduring stress for long periods of time.
- Must be insurable as determined by an investigation into private and business driving records within any consecutive three-year time frame.
- Ability to understand and follow oral and written instructions.
- Regular and punctual attendance; full compliance with system sick leave and personal leave policies.
- A college degree from a regionally accredited college or university is preferred.
- Supervisory experience is preferred.
- Experience in transportation is preferred.

LANGUAGE SKILLS:

Ability to read and interpret documents including bus routes, safety rules, attendance reports, and school and district procedure manuals. Ability to write routine reports and correspondence.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

COMPUTER SKILLS:

General knowledge of computer usage and ability to use email, internet software, and word processing software. Must use technology to communicate, to produce and to

maintain reports, and to correspond with district staff and other team members. Must learn transportation software assigned by the district.

KNOWLEDGE OF:

Topography and road conditions of Mobile County as related to current position.
Safe driving practices and techniques. Traffic laws and rules of the road. Health and safety regulations including basic first aid procedures and methods. Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:

Meet established deadlines and schedules. Determine appropriate action within clearly defined guidelines. Apply integrity and trustworthiness in all situations.
Maintain appropriate behavior on the school bus when driving one. Drive the bus along designated route safely and efficiently.

PERFORMANCE RESPONSIBILITIES AND ESSENTIAL DUTIES:

The performance responsibilities and essential duties described here are representative of the knowledge, skill, and/or ability required. These that must be met by an employee to perform the essential functions of this job successfully and satisfactorily.

1. Ability and willingness to work in a highly demanding, stressful environment.
2. Develops, controls, and maintains all bus routes within assigned area.
3. Coordinates with Transportation Coordination and principals in assigned area to ensure necessary support.
4. Maintains necessary records, charts, maps, correspondence, etc. for efficient performance of job.
5. Provides accurate documentation to Coordinator for preparation of State Foundation Report.
6. Coordinates special programs transportation needs.
7. Initiates operational and scheduling adjustments as needed.
8. Coordinates with appropriate local law enforcement agencies.
9. Surveys and monitors all bus routes and traffic conditions in assigned area.
10. Continuously monitors and analyzes arrival, layover, and departure times of buses, student loads, and various other data to ensure most efficient routing. Makes needed corrections as required.
11. Conducts orientation for drivers in assigned areas and assists with professional development/training of drivers as needed.
12. Conducts driver and bus aides evaluations.
13. Responds in a reasonable, timely manner to questions, complaints, and requests to meet the needs of students, families and sites.
14. Assists in development of transportation policies and procedures in accordance with local, state, and federal guidelines.
15. Develops and monitors special programs with outside agencies.
16. Maintains appropriate confidentiality regarding school/workplace matters.
17. Attends all required training meetings and workshops.
18. Reports potential problems, unusual events, or work irregularities to appropriate administrative or supervisory personnel.
19. Reports absences and takes leave in accordance with Board policies and procedures.
20. Adheres to school system rules, administrative procedures, local Board policies, and state, federal regulations.
21. Works well with all supervisors and other members of the team.
22. Performs other duties assigned by Coordinator, supervisor or administrator.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job:

- The employee is frequently required to sit, walk, or stand for possible long periods of time. Must hear and speak in order to exchange information.
- Must have physical strength, agility, dexterity, acuity, reflexes, ability to grasp, push, pull, lift, and have mobility to perform job responsibilities.
- Must occasionally lift and/or move up to 10 pounds and push or pull up to 25 pounds.
- Must be able to stand in for a bus driver on occasion as directed by the Transportation Coordinator/Director or other designated supervisor.
- The specific vision abilities required by this job include close, distance, and peripheral vision, depth perception, and ability to adjust focus.

OTHER REQUIRED SKILLS and ABILITIES:

- Ability to work in a friendly manner with co-workers and administrators.
- Ability to communicate clearly and concisely both in oral and written form.
- Ability to perform duties supporting Board of Education policies and requirements.
- Support the district's vision, mission, goal and Strategic Plan.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- ✓ Office and school bus environment; driving a vehicle to conduct work; considerable distraction from office activities.
- ✓ The employee may be outside for brief periods where the temperatures are above 100° or below 32°. May be exposed to dust and fumes from vehicles and equipment; traffic hazards; driving a school bus during adverse weather conditions.
- ✓ The employee must be able to meet deadlines with severe time constraints and interact with public and other workers.
- ✓ The employee may be exposed to noise levels that are loud enough in a bus shop or outside that the employee must raise his/her voice to be heard.

EVALUATION

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Classified Employees. Evaluation will be by the Coordinator of Transportation or his/her designee.

TERMS OF EMPLOYMENT

12-months (260 days) 8 hours per day. Daily work schedule will be determined by the Coordinator or his/her designee. Work schedules are subject to change. The At Will Employee is subject to the Students First Act of 2011 and other applicable state and federal laws. May require overtime and weekend work.

SALARY

See current Salary Schedule on Human Resources Webpage.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Mobile County Board of Education Division of Human Resources reserves the right to amend the job description as needed, without notice.

THE MOBILE COUNTY PUBLIC SCHOOL SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER and does not discriminate based on age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.