Jordan School District
CLASSIFIED JOB DESCRIPTION

Job Title: **Transportation Router I (S28) Router II (S38)** Job Family: 10

Department: Transportation Lane Placement: **6 / 7**

Supervisor's Title: Director of Transportation, Coordinator Contract: 242

FLSA Classification: Non-exempt Hours per day: 8

Department Approval: _____ Date: 11/2/21

Business Administrator Approval: _____ Date: 11-4-2021

ADA Review: _____ Date: 11.4.2021

Human Resources Approval: _____ Date: 11-4-21

Superintendent Approval: _____ Date: 11.8.21

Original date: 10/97 Revised: 07/08 Revised: 07/15 Revised: 11/21

GENERAL FUNCTION

Under the supervision of the Director of Transportation and Coordinator, the **Transportation Router I/II** provides and produces routing and schedules for transportation of students. Provides maintenance of routing data, verifies route accuracy and maximum operating efficiency. Gathers and creates route reports, demographic materials, needs assessments and State and department reports. Works closely with school officials to verify student routing needs and works with the public and parents on route and scheduling concerns. The Router II will drive a daily bus route during some or all of the school year.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Assist with the computerized routing and scheduling for transporting students to/from school and other activities as needed. Assist with analyzing and optimizing bus stops, runs and routes for student transportation as prescribed by the Utah State Standards for School Bus Operations.
- With direction from the senior router, determine student eligibility for transportation based on State and District policies, regulations, procedures and standards. Evaluate and make recommendations on special requests (i.e., stop locations, number of students being transported, space available requests, etc.). Assist in maintaining records of new streets and plats within the District.
- Transportation Router II will be required to drive a daily bus route during some or all of the school year as part of the assigned duties.
- Assist in the running of specific jobs and transmitting, receiving, printing, compiling, and disbursing data/reports. Review GPS and camera data and respond to parent/school inquiries.
- Assist with the monitoring of data integrity/accuracy of computer systems and assist with the correction of related data problems.
- Assess changes in zoning and student distribution to recommend route changes. As directed, investigate and evaluate transportation safety issues for route recommendations (e.g. construction areas, unsafe bus stops, special education requirements, etc.).
- Assist in completing required State reporting as directed.
- Assist in fielding questions from parents, the public and school administrators regarding complaints, concerns or about technical and procedural information for routing buses and documents issues and resolutions.
- May interact with department and District employees, school administrators and staff and others as needed.
- This position requires punctual and regular daily attendance at assigned location.

NON-ESSENTIAL FUNCTIONS

- Required to attend all scheduled training and departmental meetings.
- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- Requires one year of higher education in related field PLUS one year of successful related work experience or an equivalent combination of education and experience.
- Requires a valid Utah Driver's License. Commercial Driver License with proper endorsements preferred.
- Transportation Router II Requires a CDL with proper endorsements.
  - Must maintain DOT Commercial Driver Fitness Form.
  - Requires bi-annual completion of the Utah State Board of Education Physical Performance Assessment standards for Utah School Bus Drivers.
- Operational knowledge of bus transportation systems preferred. Knowledge of the routing system preferred. Experience as a school bus driver preferred.
- Requires ability to read geographic maps.
- Requires experience with word processing, computer input and retrieval, spreadsheets and working with other software programs.
- Requires ability to make some independent judgments regarding data integrity/accuracy.
- Requires ability to determine which problems to resolve or refer to others.
- Must demonstrate competence in reading, writing and math.
- Requires excellent interpersonal and customer service skills. Interacts with administrators, staff and public in completing tasks.
- Requires ability to organize and prioritize work assignments.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Standard office equipment and machines.
- Bus operation.

Physical Requirements – Not limited to the following:

- Requires prolonged sitting (up to 8 hours) and continuous keyboard/mouse/monitor use.
- Requires occasional lifting from floor to waist of 20 pounds.
- Requires occasional carrying of 20 pounds.
- Transportation Router II must meet all physical requirements of the Bus Driver position.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*