Jordan School District
CLASSIFIED JOB DESCRIPTION

Job Title: **Transportation Router Senior (T49)** Job Family: 10

Department: Transportation Lane Placement: **8**

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: 02/96 Revised: 07/08 Revised: 07/15 Revised: 11/21

GENERAL FUNCTION

Under the supervision of the Director of Transportation and Coordinator, the **Transportation Router Senior** develops, implements and produces schedules for transportation routing and scheduling and monitors schedules for accuracy, efficiency and completeness. Verifies route conditions by conducting field inspections. Prepares hazardous route information for presentation to administration. Provides day to day work direction of transportation router(s).

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

ESSENTIAL FUNCTIONS

- Coordinate the computerized routing and scheduling for transporting students to/from school and other activities as needed. Analyze and optimize bus stops, runs and routes for student transportation as prescribed by the Utah State Standards for School Bus Operations.
- Determine student eligibility for transportation based on State and District policies, regulations, procedures and standards. Evaluate and make decisions on special requests (i.e., stop locations, number of students being transported, space available requests, etc.).
- Conduct field surveys and mileage checks to compute time efficiency of routes and ensure economical allocation of resources. Optimize stop, run and route information in the transportation routing system. Review driver requests for time changes. Verify maps and driver route reports. Review GPS and camera data and respond to parent/school inquiries.
- Assess changes in zoning and student distribution to recommend route changes; analyze and evaluate transportation safety issues (e.g. construction areas, unsafe bus stops, Office of Civil Rights (OCR) mandates, special education requirements, etc.), as it relates to bus route changes. Tracks special needs nurses assigned to special needs buses.
- Will be required to drive a daily bus route during some or all of the school year as part of the assigned duties.
- Provide day to day work direction to router(s) and provide performance feedback to director. Train department staff and other District employees on the routing software. May provide training for special education recertification.
- Evaluate and maintain documentation on all bus types for capacity and equipment available.
- Assist in completing required State reporting as directed.
- Respond to parent and public complaints and concerns related to student transportation, routes and scheduling.
- Interact with department and District employees, school administrators and staff and others as needed. May interact with parents, city, county and other employees.
- 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 an Associate's degree in related field PLUS two years of successful related work experience or an equivalent combination of education and experience. Experience as a school bus driver preferred.
- Requires a valid Utah Driver License.
- 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.
- Must have operational knowledge of bus transportation systems and requires a working knowledge of the routing system. Requires ability to read geographic maps.
- Requires experience with word processing, computer input and retrieval, spreadsheets and working with other software programs.
- 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.
- Requires a valid Utah Driver's License. CDL with endorsements preferred.

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.
- 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.*