

# SCHOOL DISTRICT OF OKEECHOBEE COUNTY

## ROUTE SPECIALIST

### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) High school diploma or equivalent and TABE Test.
- (2) Experience in public or school transportation with routing experience.
- (3) Computer proficiency.
- (4) Satisfactory criminal background check and drug screening.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Ability to use computer systems and software applications. Thorough knowledge of routing software. Extensive knowledge of area roadways and surface streets. Excellent communication and customer service skills. Ability to communicate orally and in writing. Ability to answer the phone and respond to inquiries in a professional manner. Ability to work cooperatively as part of a team.

#### REPORTS TO:

Supervisor of Transportation

#### JOB GOAL

To provide appropriate and efficient routing of school buses and to communicate and coordinate with school personnel, parents and staff.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \*(1) Input and maintain accurate student data.
- \*(2) Operate and interpret bus routing software.
- \*(3) Plan and recommend safe and efficient bus routes and stops.
- \*(4) Maintain accurate maps and route information.
- \*(5) Make recommendations for consolidation of routes to improve efficiency.
- \*(6) Prepare routes and stops for Board approval.
- \*(7) Prepare documents for media distribution.
- \*(8) Answer phones and handle parental and school requests and complaints.
- \*(9) Assist with field trip assignments, monitor overtime and monitor billing by clerical staff.
- \*(10) Assist with Florida Education Finance Program (FEFP) survey reports.
- \*(11) Assist Supervisor of Transportation as needed.
- \*(12) Assign regular education students and exceptional education students to the appropriate buses.
- \*(13) Maintain and update files and records as assigned.
- \*(14) Provide support during Code Red situations as assigned.
- \*(15) Comply with Individual Education Plan (IEP) guidelines as they relate to student transportation.
- \*(16) Assist with input and removal of field trip information in computer system.

## **Route Specialist - Continued**

- \*(17) Demonstrate initiative in the performance of assigned duties.

### **Employee Qualities/Responsibilities**

- \*(18) Meet and deal effectively with the general public, staff members, administrators and other contact persons using tact and good judgment.
- \*(19) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- \*(20) Ensure adherence to good safety standards.
- \*(21) Maintain confidentiality regarding school/workplace matters.
- \*(22) Model and maintain high ethical standards.
- \*(23) Maintain expertise in assigned area to fulfill position goals and objectives.
- \*(24) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

### **Inter/Intra-Agency Communication and Delivery**

- \*(25) Exercise service orientation when working with others.
- \*(26) Keep supervisor informed of potential problems or unusual events.
- \*(27) Use effective, positive interpersonal communication skills.
- \*(28) Respond to inquiries and concerns in a timely manner.

### **System Support**

- \*(29) Exhibit interpersonal skills to work as an effective team member.
- \*(30) Follow federal and state laws as well as School Board policies, rules and regulations.
- \*(31) Demonstrate support for the school district and its goals and priorities.
- \*(32) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- \*(33) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- \*(34) Participate in cross-training activities as required.
- \*(35) Assist other transportation staff as required.  
Perform other tasks consistent with the goals and objectives of this position.

\*Essential Performance Responsibilities

### **PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

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### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the district.

### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved: August 11, 2015