

Job Title: Routing Assistant
Department: Transportation
Reports To: Routing Specialist and Transportation Director
FLSA Status: Non Exempt
Salary Schedule: MN lane 06



SUMMARY

Under the direction of the Routing Specialist and Transportation Director, the Routing Assistant assists in planning, organizing, and developing schedules and efficient routes for WCSD bus drivers. The Assistant responds to complaints and inquiries, and works closely with the Routing Specialist and School Administrators to verify student routing needs. Assists with monitoring routes and schedules for busing needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Assists in planning, directing, and organizing the work necessary to maintain a safe, effective, and efficient workplace.

Prepares and submits Federal, State, and District reports as required by the State, District, or Transportation Administration.

Coordinates with Routing Specialists to plan routes in an effective, efficient manner, working to minimize dead miles and dead time.

Works with schools to correct un-located students in PowerSchool.

Updates and maintains Space Availability Program in PowerSchool. Work with schools, parents, and drivers to determine available space, eligibility of students, and assignment of students to buses.

Recommends changes in assignments, routes, drivers, and stops to the Routing Specialist and Transportation Director for approval.

Meets with drivers, patrons, and administrators to work out transportation route changes and related problems.

Investigates complaints and allegations regarding routes, stops, and busing.

Drives a school bus to designated locations in accordance with time schedules and adjusts to schedule changes as they occur. Will not be assigned a route and is expected to cover various routes and activity/field trips as scheduled, on short notice, or on immediate notice. Picks up and discharges students; assists in loading and unloading children from the bus.

SUPERVISORY RESPONSIBILITIES

This job has no direct supervisory responsibilities.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of the school district.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variable situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

A minimum of three years of bus driving experience, equivalent experience or a combination of driving and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Must hold and maintain a valid Utah Commercial Drivers License with School Bus and Passenger Endorsements.

PHYSICAL DEMANDS *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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. The employee must occasionally push or pull up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Must successfully complete a physical examination in accordance with the US Department of Transportation, Bureau of Motor Carrier Safety Regulations, for drivers at a facility authorized by Washington County School District.

Must successfully pass a pre-employment drug test and successfully pass a physical assessment prior to driving a bus.

Must pass the required state physical evaluation annually.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles, moving mechanical parts, outside weather conditions, extreme cold, extreme heat, vibration, wet and/or humid conditions, high, precarious places, and toxic or caustic chemicals. The employee occasionally uses safety equipment such as seat belts and safety straps.

While performing the duties of this job, the noise level in the work environment is usually loud, interruptive, and busy.

Prepared By: Transportation Director			Date: 05/14/2018
Approved By: Assistant Director, Human Resources			Date: 05/16/2018
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: Transportation Director	Date: 02/16/2022
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: Assistant Director, HR	Date: 11/14/2023
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: Transportation Director	Date: 05/09/2025
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	