

**Job Title:** Routing Specialist  
**Department:** Transportation  
**Reports To:** Transportation Director  
**FLSA Status:** Non Exempt  
**Salary Schedule:** MN lane 08



## **SUMMARY**

Under the direction of the Transportation Director, the Routing Specialist provides operational and administrative support services to ensure effective, efficient, and safe transportation of WCSD students. The Specialist develops, updates, and monitors bus routes for WCSD school buses, along with verifying route conditions by conducting inspections.

This position is a member of the Transportation Management Team.

**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.*

Designs bus routes, utilizing automated and/or other routing techniques and tools.

Manages computerized routing and scheduling software to create routes, schedules, and reports needed for regular and special education transportation, that will provide safe, timely, and efficient transportation for WCSD students.

Coordinates school schedules with school administrators.

Participates as an active member of the Transportation Management Team.

Evaluates and consults with the Transportation Management Team on special requests.

Coordinates with the Transportation Management Team 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.

Recommends changes in assignments, routes, drivers, and stops to the 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.

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

Assess changes in zoning and student distribution to recommend route changes, buses and/or bus driver to accommodate accordingly; analyzes and evaluates 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.

Conducts field surveys and mileage checks to compute time efficiency of routes and ensure economical allocation of resources.

Assists in long-term planning and forecasting of routing and scheduling to accommodate new schools, educational programs and special activities.

### **SUPERVISORY RESPONSIBILITIES**

This job has supervisory responsibility over the Routing Assistant.

**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 five 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.

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Prepared By: <b>Transportation Director</b>			Date: <b>10/25/2023</b>
Approved By: <b>Assistant Director, Human Resources</b>			Date: <b>10/25/2023</b>
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**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:	