

CARROLLTON-FARMERS BRANCH INDEPENDENT SCHOOL DISTRICT

POSITION TO FILL

January 18, 2018

Routing Specialist

JOB GOAL:

Works under the general direction of the Transportation Manager to implement a computerized routing system to the develop routes that maximize time and capacity use of the district buses.

QUALIFICATIONS:

Education/Certification:

- High School Diploma or GED
- TAPT certifications a plus

Special Knowledge/Skills:

- Must possess strong computer and word processing skills, with working knowledge of Microsoft office and ability to utilize software to develop routes and schedules

Experience:

- Minimum of 3 years' experience in the transportation operation department of a school district, school bus transportation company, or municipal transportation agency; OR 2 experience in computer systems with knowledge of computerized routing systems.

APPLICATION PROCEDURES:

Personnel interested in applying for this position should complete/update an on-line application at www.cfbisd.edu

In-district personnel interested in applying for this position should apply using the internal application through TEAMS. Also, please attach a letter of interest and an updated resume to the online application. Any questions should be directed to cfbprs@cfbisd.edu.

Applicants selected for interviews will be contacted.

APPLICATION DEADLINE: February 1, 2018 or until filled.

Carrollton-Farmers Branch Independent School District is an equal opportunity employer and does not discriminate on the basis of age, national origin, race, color, sex, religion, disability, or against any other legally protected group.

Carrollton-Farmers Branch ISD

Job Description – Paraprofessional Position

Job Title: Routing Specialist	Wage/Hour Status: Non-Exempt
Reports to: Transportation Supervisor	Pay Grade: ST 2 – 230 days
Dept./School: Transportation	Date Revised: January 17, 2018

PRIMARY PURPOSE:

Works under the general direction of the Transportation Manager to implement a computerized routing system to the develop routes that maximize time and capacity use of the district buses.

QUALIFICATIONS:

Education/Certification

- High School Diploma or GED
- TAPT certifications a plus

Special Knowledge/Skills:

- Must possess strong computer and word processing skills, with working knowledge of Microsoft office and ability to utilize software to develop routes and schedules

Preferred Experience:

- Minimum of 3 years' experience in the transportation operation department of a school district, school bus transportation company, or municipal transportation agency; OR 2 experience in computer systems with knowledge of computerized routing systems.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Plan and design bus routes maximizing safety and efficiency.
2. Check times and stops on routes that have been assigned. Consult with building principals and parents to ensure that all bus routing related problems and concerns are properly addresses and resolved as appropriate.
3. Maintain updated records on routes and ridership data
4. Maintain safety program from bus route and stop design to ensure that students are transported in a safe manner.
5. Collaborate with district safety director on areas of traffic concern.
6. Consult and collaborate with bus drivers to make adjustments in routing for safety, efficacy and practicality.
7. Design and deliver route and planning presentations for staff.
8. Assist in planning of drive and assistant professional development training
9. Substitute as bus driver or bus assistant as needed
10. Receive and follow up on complaints of patrons, drivers, and assistants concerning bus routing matter.
11. Perform other functions that may be assigned by supervisor.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Operate school bus; two-way radio; global positioning system (GPS); safety equipment including but not limited to flares, reflective signs, and fire extinguisher

Posture: Prolonged sitting; frequent standing and twisting; occasional kneeling/squatting, bending, stooping, and pushing/pulling

Motion: Prolonged driving; moderate walking; frequent climbing stairs, grasping/squeezing, wrist and shoulder flexion/extension, and reaching

Lifting: Limited light lifting and carrying (less than 15 pounds) on a daily basis

Environment: Frequent exposure to extreme hot and cold temperatures, noise, and vehicle fumes; work around moving vehicles; regularly work irregular hours, and occasionally work prolonged hours

Mental Demands: Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by: David Finley Date: January 17, 2018

Reviewed by: Jason Liewehr Date: January 17, 2018