

Routing and Mapping

Purpose Statement

The job of Routing and Mapping is done for the purpose/s of monitoring the support systems required to meet the transportation operation scheduling demands; providing resource information from a variety of sources; and collecting and referring information relating to transportation system operations.

This job is distinguished from similar jobs by the following characteristics: .

This job reports to the Supervisor of Transportation

Essential Functions

- Administers computerized transportation system (e.g. answer inquiries, refers problems to data processing or vendor, installs new software, etc.) (e.g. Transfinder, Zonar, Merris, EMU, etc.) for the purpose of providing system support to the Transportation Department.
- Assists the route coordinator with review and assignments of routes at beginning of year and with route changes during year (e.g. physically measuring route distances, evaluating and designating bus stops, etc.) for the purpose of ensuring that routes meet state guidelines and requirements.
- Audits routes (e.g. verify stops, time, mileage, etc.) for the purpose of making recommendations concerning route changes, optimization, and timing.
- Communicates with drivers and others (e.g. reviewing route maps, responding to inquiries, etc.) for the purpose of assisting with route related problems.
- Compiles route statistics (e.g. mileage, driver time, student count, stop addresses, etc.) for the purpose of meeting district, state and federal reporting requirements.
- Coordinates boundary planning for the purpose of ensuring well balanced school numbers.
- Evaluates routes (e.g. bus stops, clock schedules, etc.) for the purpose of ensuring that bus routes are in conformance with school safety schedules, policies, and mandated guidelines.
- Maintains data in computers and helps to coordinate records for the purpose of ensuring accurate and complete information is available.
- Maintains route descriptions and route map documentation for the purpose of providing an up-to-date reference and audit trail.
- Participates in department meetings, in-service training's, workshops, etc. as required for the purpose of conveying and/or gathering information required to perform job functions.
- Performs functions of a school bus driver or technician for the purpose of meeting the district's transportation service needs.
- Prepares reports for the purpose of documenting activities, providing written reference, conveying information, and/or complying with established guidelines.
- Recommends route additions, adjustments, and/or consolidations resulting from student needs (e.g. new developments, road closures, special needs students, etc.) for the purpose of making efficient and safe routes.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: reading maps; operating standard office equipment including utilizing pertinent software applications; and planning and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: regulations regarding use of transportation vehicles, routing, mapping, etc.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; working as part of a team; and working with detailed information/data. Have the Ability for regular and reliable attendance.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some climbing and balancing, and significant fine finger dexterity. Generally the job requires 70% sitting, 25% walking, and 5% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience Job related experience is required.

Education High school diploma or equivalent.

Equivalency .

Required Testing

Certificates

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status
Non Exempt

Approval Date

Salary Range