

## **GUILFORD COUNTY SCHOOLS**

### **JOB TITLE: CENTRAL ROUTING SPECIALIST TRANSPORTATION DEPARTMENT**

#### **GENERAL STATEMENT OF JOB**

Under general supervision, schedules safe and efficient school bus transportation for students in the SCALE program, Bennett and NC A&T Middle College programs, the GTCC Middle Colleges, the NC A&T Early College, The Early College at Guilford, and for the Weaver Center program. Assists the Supervisor of Route Operations in scheduling transportation for Homeless Students. Job tasks include creation of a system of school bus routes for transportation of assigned students; assignment of students to school bus stops and assignment of stops to bus runs; evaluation and modification of the route system by use of the Transportation Information Management System (TIMS) to determine efficient distribution of resources; scheduling field trips for the activity buses assigned to the garage; preparation of driver routing instructions; recording of data of completed trips and preparation of accounting reports. Assists the Vehicle Maintenance Supervisor with processing of accident reports involving school and activity buses. Reports to the Supervisor of Route Operations.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

Schedules state owned yellow school buses to transport students to, from and between schools.

Uses TIMS NT to create morning and afternoon bus stop assignments for students, to ensure safety, efficiency, and compliance with state law and local board policy. Must have working knowledge of school scheduling concept, school opening and dismissal times.

Monitors attendance of school bus drivers and the timeliness of their operations. Notifies schools of expected late buses.

Gathers data from school bus drivers related to school bus runs and stop locations; researches and verifies data on street names; street addresses and street network; notifies TIMS Coordinator of all new and closed streets.

Prepares school bus route information for dissemination to the schools, bus drivers and public. Generates plotted maps of bus runs; assist in obtaining information needed to compile state and local transportation reports.

Schedules activity bus use; assign trips to bus drivers; prepares driver instructions using records; records trip mileage and driver time for billing. Receives personnel and payroll information

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from school bus drivers for submission to the appropriate Zone Transportation Supervisor. Assists in compilation of payroll data.

Enforces local board policy, state laws and regulations which govern/pertain to school bus drivers and school bus operations.

Responds to parent and public concerns/complaints relating to bus drivers, bus routing, scheduling and operations.

Maintains availability to respond to emergencies any time buses are operating.

Helps to prepare and process school bus accident reports for submission to the North Carolina Attorney Generals Office, School Tort Claims Division.

Maintains good communication with drivers, transportation and school officials, and the general public. Communicates clearly and concisely, both orally and in writing.

Obtains and maintains a Commercial Driver License with school bus certification (P and S endorsement) and serves as a substitute school bus driver as needed.

Attends regular TIMS Staff meetings and staff development training sessions.

### **ADDITIONAL JOB FUNCTIONS**

Coordinates the video monitoring system.

Maintains records and office files. Operates other office equipment as needed. Collects office mail and distributes.

Inspects buses on site for cleanliness and ensures proper care of equipment including first aid kits and fire extinguishers.

Communicates with school bus drivers on schedule changes and weather delays.

Performs other Transportation Department duties as assigned.

### **MINIMUM TRAINING AND EXPERIENCE**

Must have a high school diploma or equivalent. Experience in a transportation related field is desired. Must have knowledge and training or demonstrated ability in computer operation and use of word processing and spreadsheet programs. Basic math proficiency is required.

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### MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment including buses, computers, adding machines, video cameras and radios. Must be able to exert up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Physical demand requirements are for Medium Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

**Language Ability:** Requires the ability to read a variety of reports and records, invoices, engineering schematics, topographical maps, etc. Requires the ability to prepare reports, records, forms, charts, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including engineering, mechanical, and legal terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply the theories of geometry.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability coordinate hands and eyes rapidly and accurately in using computers, audio-video equipment, and buses.

**Manual Dexterity:** Requires the ability to handle a variety of items such as computers, audio-video equipment, and buses. Must have minimal levels of eye/hand/foot coordination.

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**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of state and local laws, regulations, and guidelines regarding bus routes, stops, and driver requirements.

Thorough knowledge of traffic laws, regulations, and hazards and related safety precautions.

Thorough knowledge of effective supervisory practices relating to motivation, delegation and communication.

General knowledge of federal, state and local laws and regulations and effective practices relating to hiring and disciplining employees.

General knowledge of the use of computers for record-keeping and report generation.

Working knowledge of school class scheduling concept, school opening and dismissal times.

Ability to train drivers in effective and safe driving practices.

Ability to establish and maintain accurate and organized records and compile reports.

Ability to perform arithmetical calculations.

Ability to establish and maintain effective working relationships with school officials, parents, students and drivers.

Ability to plan and supervise fleet operations.

### **DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.