

FOWLER ELEMENTARY SCHOOL DISTRICT

Job Title: Transportation Router

Classification: Support Personnel Pay Schedule

RANGE: IV

Position Summary: The incumbent provides routing and dispatch services for the District Transportation Department including regular education, special needs and field trip transportation needs.

Qualifications:

- Valid CDL license with school bus endorsement
- Ability to pass annual physical and drug tests as determined by DOT
- High school diploma or equivalent
- School bus driving experience
- Valid AZ driver's license
- Ability to use transportation software

Essential Duties and Responsibilities

Routing Duties:

- Responsible for creating routing changes to accommodate any boundary changes, growth areas, or road changes
- Open building each morning; check messages/notes to determine needed coverage; check daily field trip requests; check with shop on bus availability; back up Versa Trans
- Create summer routes as necessary
- Meet deadlines of student down-loads and route information for both student registration and in preparation for drivers and monitors
- Work with regular education drivers to keep routes updated and make any changes due to overloads or unsafe route situations
- Do regular updates and down load to keep student lists as up to date as possible (at minimum on weekly basis)
- Create routes to service all special needs students for regular school year and summer school
- Schedule early out/late in day transportation for special needs students
- Ensure special needs students have proper transportation requests on file
- Ensure all special needs students have an appropriate IEP notation of "transportation"
- Ensure all MIPS sheets are completed properly and are submitted on time
- Assist special needs drivers and monitors with communication between Transportation and parent/guardian
- Work with special needs drivers and monitors on student referrals and following up with school personnel
- Cover dispatch for lunch and breaks as necessary
- Receive field trip requests into the system (T.O.M.)
- Determine if quotes are necessary to compare costs
- Provide field trip estimates for all field trips
- Maintain accurate and updated information on eligibility and/or desired field trip rotations drivers wish to be on
- Maintain driver direction considering safest routing and current road conditions
- Maintain continuous communication with schools, charter companies and drivers regarding field trips
- Provide Dispatch with all information necessary to ensure efficient and effective assignment of drivers and vehicles on a timely basis
- Maintain all District MVD records for anyone who drives District vehicles
- Other duties as assigned

Dispatch Duties

- Ensure all routes, trips and any extra duties are covered with appropriate equipment and personnel
- On going radio and telephone coverage
- Drive on an "as needed" basis

Evaluation: In accordance with Governing Board Policy GDO.

Reports to: Director of Transportation