



Job Title: Computer Bus Routing Technician **Wage/Hour Status:** Non-Exempt
Reports To: Transportation Director **Pay Grade:**
Dept. /School: Transportation **Date Revised:** 11/15/2011

Primary Purpose:

Processes and updates transportation data (student, streets, and school boundaries), route schedules, bus stops and demographic displays using the Edulog Computer Routing System.

Qualifications:

Education/Certification:

High school diploma or GED (some college business courses, preferred)

Special Knowledge/Skills:

Experience with personal computers, tape backup systems, spreadsheets and modems

Experience with MS DOS, NT and Word Perfect system

Experience transporting students in public school system, preferred

Proficient keyboarding and file maintenance skills

Mathematical and analytical ability to complete complex reports

Experience:

Two years secretarial, accounting or school bus driving experience

Major Responsibilities and Duties:

1. Records, Reports, and Correspondence:
2. Prepare correspondence, memorandums and reports for parents, school personnel, drivers, and supervisors for problems and changes with routing.
3. Prepare and submit information for state and local reports to the director.

Routing:

4. Process and maintain physical and computerized route schedules and stops.
5. Process and maintain student information pertaining to routing and scheduling.
6. Assist in designing Special Education routes.
7. Interprets Transportation Department policies and assigns schedules for routes.
8. Audits routes periodically to assure good service and efficiency.

Boundary Planning:

9. Prepare school attendance boundaries using computer system.
10. Prepare and submit boundaries scenarios for district.

11. Telephones:
12. Answer incoming calls, take messages and route to appropriate staff as needed.
13. Answer incoming calls and handle questions and requests that fall within level of responsibility.

Other:

14. Maintain effective rapport with general public and department and handle any problems or concerns in a prompt and courteous manner.
15. Perform all other related duties as assigned.

Supervisory Responsibilities:

None

Equipment Used:

Personal computer, plotter, typewriter, printer, calculator, copier, two-way radio and telephone

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Works with frequent interpretations to accomplish tasks by a specific deadline. Maintain emotional control under stress. Repetitive hand motions; prolonged use of computer. Possible exposure to vehicle fumes. Plot routes on map with temporary markers.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.