

### **Bus Route Specialist Job Description**

**Purpose:** The Bus Route Specialist performs duties associated with creating, adjusting, and monitoring all school bus routes within the district. To accomplish these tasks, the Bus Route Specialist must collaborate closely with the Supervisor of Transportation, staff, and administration of the district.

**Responsible to:** The Transportation Supervisor

**Payment rate:** Salary and benefits established by the Board of Education

**Qualifications:**

1. High school diploma; specialized education/training in work-related disciplines.
2. Experience in school transportation desired.
3. Valid Kansas commercial drivers' license (CDL) with required endorsements.
4. Must meet all state requirements for bus drivers, including defensive driving, CPR, and first aid certification.
5. Successful completion of agility and reaction time test and two-hour behind-the-wheel training program.
6. Successful completion of required physical examination for bus drivers (after employment offer is made).
7. At least one-year experience in driving some type of motor vehicle (which may be a private automobile), including experience throughout each of the four seasons.
8. Communicate well, both orally and in writing.
9. Possess the necessary technological skills needed to research best practices related to transportation routing, safety and to communicate with various state officials and staff.

**Essential Functions:**

**1. Knowledge, Skill and Abilities**

- a. Create efficient and safe bus routes for all district students.
- b. Adjust routes to meet program and safety needs: capacity, new school programs/sites, redistricting, inclement weather, road closures, etc.
- c. Communicate effectively with all USD 202 stakeholders to solve transportation-related problems.
- d. Well-developed interpersonal skills with the ability to get along with diverse personalities in a tactful and professional manner.
- e. React to change productively and handle other tasks as assigned.
- f. Appropriately operate all vehicles and equipment as necessary.

- g. Operate computer, technology, software programs, phone, and dispatch radio systems.
- h. Monitor dispatch radio base unit while buses are on the road.
- i. Generate statistical information relating to the state audit report which directly affects state and federal funding.
- j. Work independently and without supervision, and complete work in an efficient manner.
- k. Support the philosophy and mission of USD 202
- l. Comply with policies, rules, and regulations at the federal, state, and district levels.
- m. Manage the transportation software app and assist families and staff with use and features.
- n. Provide accurate data collection and be able to translate this information into a variety of reports and summaries.

**2. Physical Requirements/Environmental Conditions:**

- a. Sit and/or stand for prolonged periods.
- b. Manually move, lift, carry, pull, or push heavy objects or materials.
- c. Stoop, kneel, crawl, bend, turn, reach, climb and balance.
- d. Requires specific driving skills, including the ability to operate a vehicle at night and in inclement weather.
- e. Occasionally travel long distances and overnight travel.
- f. Requires agility necessary to quickly and safely exit the driver's seat and rear emergency door.
- g. Must be able to work indoors and outdoors year round.
- h. Must be able to work in noisy, crowded, stressful environments.
- i. Must be able to work in and around dust, fumes, and odors.
- j. Requires regular attendance and/or physical presence at the job.

**3. General Responsibilities:**

- a. Ensure all services comply with Kansas' school transportation regulations.
- b. Establish district transportation routes and schedules and assign regular and substitute drivers.
- c. Manage software and hardware updates.
- d. Share in the responsibility of promoting and maintaining a positive relationship between transportation employees and transportation technology systems, software, and equipment.
- e. Assist in training transportation employees.
- f. Ensure safety regulations are observed at all times.
- g. Report all accidents and file required accident reports with direct supervisor and the Business Services Office.
- h. Notify direct supervisor of any bus accident or incident that involves a significant student issue, property damage, or any matter that could result in parent or media interest.
- i. Assist with checking roads during inclement weather and recommend cancellation of routes due to weather or road condition.
- j. Keep abreast of new information, innovative ideas and techniques.
- l. Keep records and student, family, employee information confidential.

- m. Report any concerns of abuse, neglect, or a child in need of care to your direct supervisor or Division of Children and Families.
- n. Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
- o. Other duties as assigned by the Superintendent and Supervisor of Transportation, which are consistent with the general requirements and essential functions of the position.

**Terms of Employment:** Twelve-Month Contract

**Evaluation:** Performance effectiveness will be evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved: ?/?/??**