



Job Title: **Routing Assistant**

Department: **Transportation**

Supervisor: **Director of Transportation**

Lane Placement: **ESP Lane 6**

Schedule: **Varies**

Evaluation Group: **JCES**

FLSA Classification: **Non - Exempt**

JOB DESCRIPTION

Under the supervision of the Director of Transportation and Route Coordinators, the Routing Assistant provides and produces routing and schedules for transportation of students. Provides maintenance of routing data, verifies route accuracy and maximum operating efficiency. Gathers and creates route reports and demographic materials, data security, needs assessment, documentation preparation of State and department reports. Works closely with school officials to verify student routing needs and works with the public and parents on route and scheduling concerns. Implements and monitors routes and schedules for traditional, year-round and summer school busing needs.

ESSENTIAL FUNCTIONS

- Performs and assists with the collection of data, preparation of reports, and distribution of information based on user needs (e.g. drivers, office staff, parents, school and District administration).
- Assists in the running of specific jobs and transmitting, receiving, printing, compiling, and disbursing data/reports.
- Assists with the monitoring of data integrity/accuracy of computer systems and assists with the correction of related data problems.
- Assists with updating/maintaining specific data used for Transportation purposes.
- Assists in maintaining records of new streets and plats within the District.
- Determines student eligibility for transportation service based on district policies, regulations and procedures.
- Conforms to safety standards as prescribed by the Utah State Standards for School Bus Operations.
- Assists in fielding questions from parents, the public and school administrators regarding complaints, concerns or about technical and procedural information for routing buses and documents issues and resolutions.
- Maintains accurate records of system problems and their resolutions.
- Assists in the development and maintenance of documentation to optimize bus stops, runs and routes and coordinates bus routes with transportation staff to efficiently accommodate student and program placement.
- Evaluates and makes recommendations on special requests (i.e., stop locations, number of students being transported, space available requests and determines services to meet requests).
- Assists with scheduled deadlines to comply with Transportation calendars.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Requires High School diploma, GED, or equivalent.
- Requires one year job related work experience with demonstrated competence.
- Requires six months training in word processing, spreadsheets, specific computer equipment and programs specific to transportation.
- Must possess a valid Utah Commercial Driver License with proper endorsements or obtain one within 6 months of hire date.
- Requires good interpersonal skills for extensive interactions with the department.
- Requires logic and math skills with an aptitude for detail and accuracy.
- Requires ability to read geographic maps.
- Requires ability to make some independent judgments regarding data integrity/accuracy.
- Requires ability to determine which problems to resolve or refer to others.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---Not limited to the following:

- Requires ability to lift a minimum of ten (10) pounds.
- Requires sitting, standing and walking. Uses fingers and arms to keyboard, pick-up, and hold; uses eyes, ears and voice for communication.

- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.
- **Note:** *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of Physical ability to perform the essential functions listed above with or without reasonable accommodation.*

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 6/9/2020