

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non-Union

ROUTE SPECIALIST

Required Qualifications:

- High school diploma or equivalent
- Must possess a valid Class A or B Commercial Driver's License (CDL) with Passenger and School Bus endorsements
- Medical Examination Report for Commercial Driver Fitness Determination
- Minimum of two (2) years experience in school bus transportation or related area

Desired Qualifications:

- Experience in supervising large groups of personnel
- Experience in conducting meetings with administrators, school staff, bus operators and/or attendants
- Evidence of ability to organize, plan and implement a project to successful completion
- Knowledge of geographic area assigned
- Good oral and written skills

Performance Responsibilities:

- Monitor and analyze arrival, layover and departure times of buses; student load data; and other related information to implement routing and scheduling adjustments that ensure the safety and efficiency of the transportation system
- Coordinate stop and route change notifications with operators, schools, parents and students to ensure successful implementation
- Design, develop, plan and implement safe, efficient school bus routes utilizing a computer assisted routing system, in accordance with: Sound routing and scheduling concepts and principals, all federal, state and local laws and ordinances, all state and local school board rules, school starting and ending schedules and budgetary constraints established by the Board
- Generate and maintain reports and records as deemed necessary by the Director of Transportation
- Ensure operators' times are accurate and report changes, for the purpose of payroll, to the Accounting Technician
- Assist the director in maintaining the efficient daily operation of the transportation department
- Assist operators and secretary in preparing forms for state transportation surveys relevant to the Transportation Department
- Assist in formulating transportation plans for new schools
- Perform other duties as assigned by the Director of Transportation and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Director of Transportation and/or designee

Evaluation:

Annual evaluation done by the Director of Transportation and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category C

Job Code:

78020

Board Approved: 05/06/97

Revised: 06/20/06, 01/20/09, 03/03/09, 07/28/09, 05/17/11, 05/01/12, 06/10/14