



Cambridge-Isanti Schools

ISD #911

Job Description

Position Title: Router

Date Written: October 3, 2019

Department: Transportation

Exempt Status: non-exempt

Reports To: Director of Transportation

Contract/Classification/Terms & Conditions:

Terms and Conditions

Reviewed by:

Approved by:



(Supervising Administrator)



(Director of Administrative Services and Human Resources)

JOB SUMMARY: Routing and driver assignment responsibilities for the transportation of all eligible students with the goal of transporting students to and from school and activities in an efficient and timely manner. Contribute positively to the School District and Transportation Department mission and vision.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

80% Routing and Dispatching

- Obtain accurate information related to the transportation needs of eligible students
- Use routing software to assign student routes and update accordingly, attempt to time all routes so they can safely be driven in the allotted time constraints given school start and end times, traffic and road conditions, maintain Transportation Services Route Mapping Software program and walking and attendance boundary maps on the system
- Respond to requests for route changes from internal and external customers in a timely manner with a customer service focus
- Communicate with parents and district administrators to resolve routing problems
- Ensure compliance with all safety measures, best practices, State & Federal mandates
- In collaboration with the Transportation Director, ensure that routes are scheduled in an efficient and safe manner
- Provide routing services as needed for specialized programs, field trips and activities (including care and treatment and homeless transportation)
- Communicate routing information to students, parents, and school building staff accordingly
- Assist the Transportation Director in assigning drivers and substitute drivers per transportation department protocol

- Monitor and appropriately respond to all bus radio calls. Operate radio base station in accordance with FCC guidelines in expediting routing and emergency assistance, utilize transportation office emergency response procedures when needed
- Back-up and assist Transportation Director with day-to-day operations, act as back-up driver, receptionist or special education/general router when needed
- Third level "On call" person for weekends and emergencies

15% Recordkeeping, Processing and Communication

- Maintain records of all assignments for regular and/or Special Education routes, field trips, and/or other activity assignments
- Document any issues that may arise during dispatching and report these issues to the Transportation Director
- Assists the Transportation Director in maintaining the driver time off calendar
- Receive and process all extra-curricular field trip and activity transportation requests

5% Professional Development

- Attend in-service trainings and workshops related to job functions as required. Assist the Transportation Director in the organization of in-service meetings

WORK REQUIREMENTS AND CHARACTERISTICS:

Education/Experience/Certificate Requirements: High school diploma or equivalent and 3+ years of considerable experience working as a school district transportation router, or equivalent combination of education and experience. Associates or Technical degree preferred. Upon hire obtain and maintain a Class B CDL with School Bus, Air Brake, Passenger endorsements and DOT Medical Examiner's Certificate.

Essential Skills Required to Perform the Work: Knowledge of: Minnesota Department of Education (MDE), Department of Transportation (DOT), Federal Motor Vehicle Safety Standards (FMVSS) and Individuals with Disabilities Education Act (IDEA) regulations, office management, proficiency in Versatrans, Triptracker or other routing software, proficiency in Microsoft Excel, organizational skills, ability to multitask, general computer skills, ability to operate office equipment, ability to analyze and interpret policy and procedural guidelines, effective communication skills, problem solving ability, maintain an effective, positive and professional working relationship with associates, students, and general public.

Mental Job Requirements: Multitasking, attention to detail, ability to accommodate frequent interruptions, coordination within the department to ensure deadlines are met, field and address intermediate and above level questions, ability to diffuse tense situations, attend to staff, student and parent needs.

Job Outcomes: Provide the school district with quality transportation service that is safe, professional, and cost-effective so as to enhance the educational journey of all students served.

Physical Job Requirements:

Key: N=Never O=Occasionally (1-33%) F=Frequently (34-66%) C=Consistently (67-100%)					
Demands		Demands		Demands	
Physical		Lifting/Carrying		Exposure to Environmental Conditions	
Standing	F	Up to 10 pounds	F	Possible exposure to blood-borne pathogens through blood and/or body fluids	O
Walking	F	Up to 25 pounds	O		
Sitting	F	Up to 50 pounds	O		
Talking in person/on the phone	F	Up to 75 pounds	N	Toxic chemicals	O
Pushing/Pulling	O	Up to 100 pounds	N	Moving parts	O
Hearing	C	More than 100 pounds	N	Electrical shock risk	N
Feeling, grasping, finger dexterity	C	Noise Levels		Explosives	N
Climbing, balancing	O	Quiet (i.e. private office)	C	Fumes	F
Stooping (bend at waist)	O	Moderate noise (i.e. business office with keyboards/printers, light traffic)	C	Extreme cold (non-weather)	N
Crouching, crawling, kneeling, squatting	O			Loud noise (i.e. many children laughing & playing, large earth moving equipment)	F
Stretching/reaching with hands & arms	O	Very loud noise (i.e. jack hammer, front row rock concert)	O		
Distinguishing smell	O			Color vision (identify & distinguish colors)	C
Distinguishing temperature	O	Looking at computer monitor	C		
Traveling by automobile	O			Peripheral, depth perception	C
Fine finger movement, including keyboarding and sorting papers	C				
Writing using a pen, pencil, or other writing instrument	C				

This job description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

