



JOB DESCRIPTION

Transportation Routing Technician

DEPARTMENT: Transportation	SCHEDULE: 110
REPORTS TO: Transportation Hub Manager	WORKDAYS: 245
CLASSIFICATION: Classified	FLSA STATUS: Non-Exempt
PCS CODE: 86	DATE: June 2025

Our Mission: In partnership with our community, we empower students to discover their potential and prepare for a successful future.

Our Core Values: Belonging, Learning, Continuous Improvement and Joy

Our Vision: Richland Two is a dynamic school district committed to creating an environment where students feel connected, engaged, and supported so that they can experience academic and personal achievement.

POSITION SUMMARY

Under general supervision, develops, coordinates, and maintains efficient and safe student transportation routes for regular, special education, and other District programs through the District computerized geographic information system (GIS). Accurately manages student and route data on a regular basis, communicates effectively with bus drivers and supervisors, and supports transportation operations to ensure safe and timely transport of students throughout the District.

MINIMUM REQUIREMENTS

Education:

High School Diploma required.

Associate's Degree in geographic information systems/science (GIS), geography, computer science, business, or a related field preferred.

Certification/License:

Current Commercial Driver's License (CDL) preferred; must be eligible for CDL within three (3) months of hire.

Must possess a valid South Carolina driver's license.

Work Experience:

At least five (5) years of experience in K-12 student transportation, public transit, supply chain and logistics management, or trucking routing and planning. School bus driving experience preferred; or any equivalent education, training, and certification requirements that provide the required knowledge, skills, and abilities.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of state and federal laws, guidelines, and compliance requirements applicable to student transportation and special needs transportation.
- Knowledge of roadways and communities of northeastern Richland County.
- Knowledge of District and school safety and security procedures.
- Proficient knowledge and use of computer applications relevant to the position. Proficiency with Geographic Information System (GIS) software applicable to school bus routing processes.
- Excellent customer service skills. Ability to effectively communicate with parents, school, and District staff in oral and written form.
- Ability to operate a school bus and obtain a CDL license within three (3) months of hire.
- Ability to anticipate work to be completed and initiate proper and acceptable direction for the completion of work with little to no supervision and instruction.
- Ability to apply judgment and complex logic in defining problems, collecting information, and drawing valid conclusions.
- Ability to maintain high standards of organization, accuracy, and timeliness in exercising duties.
- Ability to manage frequent interruptions in a flexible manner and difficult, stressful situations in a professional and appropriate fashion.
- Ability to work independently and as a productive member of a team.
- Ability to thrive in a fast-paced, continually changing work environment.

ESSENTIAL DUTIES

- Develops safe and efficient bus routes for students that meet federal laws, South Carolina Department of Education mandates, Board policies, and departmental procedures using applicable GIS routing information systems.
- Analyzes data to optimize efficiency, safety, cost-effectiveness, and timeliness of the District's bus transportation system.
- Ensures the accuracy and efficiency of transportation routes. Maintains and updates bus routes as necessary, including but not limited to correcting time schedules, adjusting route maps, and conveying information to drivers in a timely and accurate manner.
- Monitors student bus load counts; analyzes a variety of transportation information and data to make revisions as required.
- Responds to inquiries from parents, school staff, and the public regarding transportation services, bus stops, schedules, etc.
- Receives and processes parent requests for bus transportation for students. Reviews requests for changes to bus stops; performs field inspections and make necessary adjustments.
- Ensures student safety; investigates local road conditions, traffic patterns, etc., to make informed decisions as to routings. Assists with the resolution of emergency situations, as directed by the supervisor.
- Conveys information to bus drivers in a variety of formats, including but not limited to via the dispatcher, through hard-copy reports, and/or instructions provided through electronic and written communications.
- Maintains accurate and timely data; performs various quality assurance control procedures to ensure accurate reporting for the South Carolina Department of Education and other entities.
- Creates reports for a variety of uses including but not limited to Transportation budget development, state/federal requirements, billing, and dispatch procedures. Validates route schedules and verifies route completions as assigned.

- Assists the Transportation Hub Manager and supervisors in monitoring fleet activity and performance through the Global Positioning System (GPS) supported Automated Vehicle Location System (AVLS).
- Establishes a professional rapport with parents, and staff that fosters their respect. Displays the highest standards for ethical and professional behavior while collaborating with parents, school personnel, District staff, community members, and other parties.
- Stays abreast of current software and compliance information; attends trainings and maintains certifications as needed.
- Maintains a current CDL license appropriate for public school bus transportation.
- Adheres to the highest standards of confidentiality concerning sensitive matters, students, and staff.
- Serves as a role model for others; dresses professionally; willingly accepts responsibility; and demonstrates pride in the public education profession.
- Demonstrates prompt, regular attendance and is available to work in-person on-site during normal business hours. Available to work after hours to provide adequate supervision for unique or emergency situations.
- Willingly performs other duties as assigned by the supervisor.

PHYSICAL ABILITIES AND WORKING CONDITIONS

The physical abilities and working conditions are representative of, but not intended to be, an exhaustive list of the requirements for positions in this classification. In the event of an emergency or situation requiring guidance from Federal, State, Local, or District authorities, the requirements of this position may change to best serve the needs of our students.

Vision: Ability to read small print and view a computer screen for prolonged periods of time.

Hearing: Ability to tolerate exposure to noisy conditions.

Speech: Ability to be understood in face-to-face communications and to speak with a level of proficiency and volume to be understood over a telephone, computer, or virtual setting.

Upper Body Mobility: Ability to use hands to grasp and manipulate small objects; manipulate fingers; twist and bend at wrist and elbows; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.

Strength: Ability to lift, push, pull and/or carry objects which weigh fifty (50) or more pounds on a frequent basis. Ability to meet PPT requirements and maintain compliance.

Environmental Requirements: Ability to work independently; work cooperatively with others; work indoors; work outdoors as necessary for the position.

Mental Requirements: Ability to read, write, understand, interpret, and apply information on a moderately complex level essential for successful job performance; math skills at a proficiency level appropriate to the position; sound judgment; the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records. Understands and adequately manages stressful situations.

Additional Work Conditions and Physical Abilities: Local District travel required. Exposure to environmental conditions depending on weather-related events. Reliable transportation required.

Richland School District Two is committed to providing equal access to educational and employment opportunities regardless of race, color, religion, national origin, disability, pregnancy, age, sex, sexual orientation, gender identity status, spousal affiliation, or any other

protected characteristic, as may be required by law. As required by Title IX and its implementing regulations, 34 C.F.R. Part 106, Richland School District Two does not discriminate on the basis of sex in its educational programs and activities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

This job description is intended to accurately reflect the duties, responsibilities, and requirements of the position. It is not intended to be, nor construed to be, an all-inclusive list of the knowledge, skills, abilities, essential duties, physical abilities and/or working conditions associated with the position. District management/administration reserves the right to modify, add, or remove duties and assign other duties as necessary.