



CALVERT COUNTY PUBLIC SCHOOLS
Prince Frederick, Maryland 20678

NOTICE OF VACANCY
(date)

POSITION: **TRANSPORTATION ROUTING SPECIALIST**

LOCATION: **Pupil Transportation**

JOB SUMMARY:

Assists in all phases of the operation of a safe and efficient school vehicle transportation program, including the analysis, reconfiguration, and creation of safe and efficient school vehicle routes.

REPORTS TO: Director of Transportation

QUALIFICATIONS AND EXPERIENCE:

At the time of application, the candidate must have:

1. A high school diploma or general equivalency diploma (GED) and comparable training and experience in transportation logistics, education, or related fields.
2. Demonstrated ability in written and oral communication.
3. Demonstrated ability to relate effectively to students, teachers, staff, central office personnel, and community members.
4. Demonstrated ability to work independently with a minimum of supervision.
5. Knowledge and skills with the use of software including Microsoft Office applications and mapping/routing programs.
6. Experience in transportation, administration, and/or logistics is preferred.
7. Knowledge of Calvert County and its roads and neighborhoods is preferred.
8. The ability to obtain a "B" commercial driver's license with airbrake, passenger, and school bus endorsements from the Maryland MVA is preferred.
9. The ability to successfully complete training as a School Bus Assistant is preferred.
10. Such alternatives to the above qualifications as Calvert County Public Schools may find appropriate and acceptable.
11. Demonstrated success in accomplishing tasks akin to those responsibilities listed below.

DUTIES AND RESPONSIBILITIES:

1. Implementation and ongoing operation of software which results in safe and efficient routing. This could include the following:
 - a. Assists in all phases of the operation of a safe and efficient school vehicle transportation program, including the routing of regular route school vehicles
 - b. Assists in auditing of school vehicle routes, school vehicle capacity, and bus stop locations and for improved safety and efficiency from software, school, contractor, and driver reports.
 - c. Assists in determination of changes to bus stop location, route changes, and school vehicle loading zones, which may include site visits.
 - d. Assists in assigning students to appropriate school vehicle stops.
 - e. Assists in accurate maintenance of documents, information, and records pertaining to Pupil Transportation.
 - f. Assist in the production of reports relating to school vehicle routes.
2. Determines and publicizes bus number and/or route changes to schools, contractors, and the community.
3. Prepares and distributes maps and route descriptions for staff, schools, contractors, and the community.
4. Ensures that updated route sheets are in place on buses.
6. Responds to inquiries and complaints regarding application of policies, procedures, and routing.
7. Assists in response to school vehicle accidents and breakdowns, including but not limited to, implementing emergency procedures and notifications.
8. Assists in the evaluation of road conditions during inclement weather or emergency conditions.
9. Analyzes documentation and information pursuant to the laws, policies, procedures, rules, and guidelines governing Pupil Transportation for Calvert County Public Schools as these relate the development of safe and efficient routes that enhance the operation of the department.

OTHER DUTIES:

Performs related work as required or assigned by the Director of Transportation or designee.

ESSENTIAL JOB FUNCTIONS:

Work requires occasional heavy physical effort. Tasks include safely lifting and transporting up to sixty (60) pounds. Position requires significant periods of sedentary work using a computer, monitor, and mouse, but may also include periods of standing and walking. Employees are required to think, concentrate, and interact with others. Employees are expected to report to work regularly and promptly. Employees must be able to work under stress and meet all deadlines.

UNUSUAL DEMANDS: Subject to a flexible work schedule prior to and during the opening weeks of the school year. Assists in the evaluation of road conditions during inclement weather or emergency conditions, including but not limited to time outside of office hours as well as overnight hours.

TERMS OF EMPLOYMENT:

Twelve (12) month position per year – eight hours daily – salary commensurate with qualifications applied to the current salary schedule for support employees.

FLSA STATUS: Non-Exempt.

EFFECTIVE DATE OF POSITION:

APPLICATION PROCEDURE: Application deadline is (date) at 4:30 pm

- Option 1: **Current Calvert County Public Schools support employees** need to submit interest via AppliTrack.
- Option 2: Interested **candidates who are not currently employed by Calvert County Public Schools, including current substitutes**, must submit a completed application thru AppliTrack, including a minimum of three references with their e-mail addresses via our website www.calvertnet.k12.md.us. References must be directly related to work experience and must include current immediate supervisor.

Prior to the filling of any vacancy, permanent employees who have requested a transfer in a timely manner shall be afforded an opportunity meet with the supervisor of the position for which the vacancy exists.

State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

Nondiscrimination Statement

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation, gender identity and expression, or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources
410-535-1700

Anti-sexual, Anti-racial and Anti-disability Harassment Statement

Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to any form of harassment is encouraged to report the allegation of harassment. Students, parents and community members may report allegations of harassment to:

Director of Student Services
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Employees may report allegations of harassment to:

Director of Human Resources
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly. Disciplinary actions for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all students, parents, employees, and community members to work together to prevent any form of harassment.

For further information on notice of non-discrimination, visit the Office of Civil Rights Complaint Assessment System at: <http://ocras.ed.gov> or call 1-800-421-3481.