

CAPISTRANO UNIFIED SCHOOL DISTRICT  
San Juan Capistrano, California

Range: 32

**SCHOOL BUS DRIVER ROUTE SPECIALIST**

**DEFINITION**

Under the supervision of the Transportation Operations Manager and Supervisors, creates edits and maintains the school bus physical and electronic transit and special education driver route directions. Supports Dispatch, interacts with drivers regarding their route assignment for home to school, periodically audits routes and assists in the distribution of route directions to all drivers. Periodically compares actual versus planned route activity; and other related driver data by utilizing various electronic tools.

**EXAMPLES OF DUTIES**

- Creates, maintains and adjusts all driver route directions (left/rights).
- Reviews current and potential routes in accordance with applicable laws and policy.
- Reviews driver Daily Inspection reports and necessary GPS performance data.
- Acts as primary liaison between Departmental dispatch and planning personnel.
- Familiar with District Transportation software programs.
- Contacts school sites and/or parents confirming route and time changes or adjustments.
- Demonstrates ability to read physical and electronic maps; map and load directions in Transportation software program and distribute to drivers/dispatchers.
- Operates a variety of office equipment, including computer, calculator, copying machine, fax machine and other electronic tools.
- Monitors and updates route directions to insure quality and accuracy.
- Keeps required records and prepares reports as needed.
- Attends required meetings
- Performs related duties as required.

**QUALIFICATIONS**

**Knowledge of:**

Operation of a school bus and the laws governing its use; principles and practices of safe, defensive driving; principles, concepts, and techniques of driving; inspecting, and managing passengers on vehicles of the appropriate type and size; California *Vehicle Code*; California *Education Code*; *California Code of Regulations*, Title 5 and Title 13 sections related to transportation; all district policies relating to the operation and transportation of passengers

**Ability to:**

Create, correct and adjust driver route directions for all routes operated by the District. Coordinate with planning and dispatch personnel to accommodate the transportation requirements of the District. Using independent judgment, complete assignments effectively and efficiently in an environment of frequent interruptions, compile and maintain complete and

accurate records, meet departmental deadlines, interpret, explain, and apply regulations, policies, and standard operational procedures, maintain necessary confidentiality, operate office equipment including computers, radios, type at a net corrected speed of 30 wpm, to learn and master modern software programs including web-based routing and GPS software, understand and carry out oral and written instructions, communicate effectively in person, on the phone, radio, and via email, establish and maintain cooperative relationships with all employees, operate all varieties of school buses in District fleet, cover routes, trips, and other related driving duties as required, comply with Departmental and District customer service standards.

**Experience:**

One year experience as a school bus driver; three years preferred. One year of demonstrated ability to produce correct and accurate route directions, consistently addressing all route changes that occur throughout a school year within; three years preferred. Experience in a position that demonstrates comprehension and familiarity with concepts of route formation and implementation preferred. Experience with routing and GPS software desired.

**Education:**

Equivalent to the twelfth grade and demonstrated ability to fluently read and write in the English language.

**License Required:**

Possession of a valid California Class B Driver's License; medical and if necessary first aid certificates; valid California Special Driver's Certificate-School Bus, no restrictions (automatic transmission only is acceptable); driving record with no chargeable accidents in any vehicle within two years immediately preceding the date of selection; Subject to mandatory pre-employment drug testing and random testing after appointment.

Teamsters Local 952  
September 4, 2014