



Job Title: Routing Specialist

Department: Transportation
Reports To: Routing and Scheduling Supervisor
Grade: TS-04
Number of Days: 12 Months
Security Access: All transportation areas, terminals (East, West, North and South) Buildings (Main, A, B, C, D, and E)
Current Date: April 14, 2016
Overtime Status: Non-Exempt

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day:

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community
- **Joy:** Joy at school and at work makes us more productive, because when we create, innovate and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task or concept and experiencing breakthrough moments.

Position Summary: Under direct supervision create safe and efficient routes by using available information that includes electronic routing tools to create safe school routes indicating passenger pick-up and drop-off points which maximize efficiency while ensuring safe timely transportation. Coordinate route changes. Maintain communications with school in an effort to provide timely transportation service for all the schools' needs.

Minimum Qualifications:

- HS Graduate or GED.
- College Preferred

Responsibilities and Essential Functions: The following duties are representative of performance expectations.

- Develops and maintains bus routes using the department's transportation planning software
- Coordinates data preparation and maintenance for annual route development in conjunction with the Information Technology Department
- Maintains the integrity of student, geographic, bus stop, and bus route data in all Transportation Department information systems
- Resolves schedule conflicts, timing discrepancies, passenger assignment or overloads, and any other routine scheduling problem in coordination with the dispatcher
- Reviews and authorizes temporary route changes, and other special requests, by dispatchers, drivers, administrators, or parents consistent with district policies and subject to final approval by the Transportation Supervisor
- Coordinates data updates and changes to the department databases for special needs, ESL, and pre-school students
- Provides bus roster reports, run reports, bus passes, changes notifications, and other scheduling reports to stakeholder groups in a timely manner
- Assists dispatchers in handling routine driver and parent requests and in resolving routine issues as they arise

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Keyboarding experience mandatory.
- Ability to utilize a computer keyboard and to utilize word processing for records is necessary.
- Through knowledge of basic bus operations, State, Federal and local laws.
- Very familiar with city and county streets of Tulsa and know how to read maps.
- Computer skills a must.
- Excellent communications

Supervisory Responsibility: None

Working Conditions: Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Standard office environment
- Some travel to terminals and school locations

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will reasonably accommodate applicants with a disability, upon request, and will also ensure reasonable accommodation for employees with disabilities.