

to stand and walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO Director of Transportation

GENERAL RESPONSIBILITIES

1. Designs, develops, plans, and implements efficient school bus routes per Florida Statutes, Administrative Code, School Board Policy and Administrative Procedures.
2. Designs routes to meet exceptional student education accommodations as documented in the students individual education plan.
3. Maintains the district's computerized transportation routing system.

SPECIFIC RESPONSIBILITIES

1. Supervises and evaluates the Transportation Specialists.
2. Manages overall safety and efficiency of routes by analyzing and assessing the routing to provide solutions that increase vehicle utilization and driver and student safety.
3. Coordinates the placement of bus stops and efficiency of routes with Transportation Supervisors and Transportation Operations Managers
4. Coordinates the transportation FEFP (Florida Education Finance Program) process through verification, auditing and electronic submission to the Department of Education.
5. Coordinates with Technology regarding exchange of routing and TERMS data, and web site issues.
6. Coordinates with the Exceptional Student Education (ESE) department and ESE school staff to accommodate transportation requirements.
7. Coordinates with the Safety Manager on updating and accuracy of Hazard Walk boundaries for electronic submission to Florida Department of Education prior to each FEFP.

8. Jointly develops with Operations Manager and Safety Manager any recommendations regarding sexual predators and sexual offenders, tracking and maintaining most current information.
9. Converts transportation data and coordinates bus schedule publication dates with newspaper, and Communications and Information Office.
10. Manages the preparation of student bus route rosters, route sheets, rider lists, and route descriptions as well as student assignment to buses; compiles and collates necessary reports to support routing structure for the district.
11. Serves as the district liaison for routing software programs, as well as, county and municipal governments for the District's computerized map of the county.
12. Provides current and historical data to district administrators and other departments to determine student population to support short and long-range planning for the purpose of rezoning and land acquisition.
13. Maintains detailed working knowledge of software unique to the Transportation Department and provides support for such applications.
14. Serves as a member committees as needed.
15. Performs other duties as assigned.