



**Job Posting  
2023-2024 School Year**

***Transportation Router***

**Lebanon City Schools  
260 Day Exempt Position**

Interested persons should apply by following the instructions below:

1) Go to the Lebanon City Schools Website:

[www.lebanonschools.org](http://www.lebanonschools.org)

- From the Home Page, Click on **Employment**
- Then **Available Positions**
- Then **Positions**
- You will see a list of available positions, click on the red Apply Button next to the position you're interested in applying for, and this will take you to The Greater Cincinnati School Application Consortium to complete an online application.
- Internal Applicants (Lebanon City School Employees) please click on the link in the job posting email to apply.

Posting for internal candidates expires at 2:00pm, Monday February 5th.

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1/31/2024

**Lebanon City Schools  
JOB DESCRIPTION**

**Position:** Transportation Router

**Reports to:** Transportation Coordinator

**Employment Status:** Regular/Full-time

**Contract Days:** 260 Days

**FLSA Status:** Non-Exempt

**Bargaining Unit:** Exempt

**Description:** Work with transportation coordinator to develop routes that run as smoothly and effectively as possible. Interact with both parents and employees in a positive and pleasant nature. Utilize phone, radio dispatch, and routing software.

**NOTE:** The lists below are not ranked in order of importance

**Last Revised:** September 7, 2023

**Essential Functions:**

- Ensure the safety of students and staff
- Assist in the maintenance of the uniform filing system for all information and other pertinent data
- Maintain radio contact with drivers
- Attend meetings and in-services as required
- Enroll and withdraw students in the routing software
- Handle routine correspondence independently
- Create and develop bus routes and bus stops that are efficient and economical
- Drive routes as necessary
- Assist drivers in route write-ups
- Assist with driver and parent complaints regarding routing and report them to the coordinator or resolve problems directly
- Familiarizes self with special needs students to ensure the proper bus assignment
- Keeps record of changes that are made to ensure continuity in the routing
- Works with the parochial and private schools and preschools to ensure bus times are within their requirements
- Keeps ride times and ridership counts current
- Provides solutions to pick-up and drop-off problems with coordinator approval
- Assist in providing information to assist in any and all emergency weather or vehicle breakdown events
- Input information into and retrieve information from computer
- Operate and maintain all office equipment including copier, fax machine, computer and routing software
- Perform duties of receptionist by answering telephone, recording appropriate messages, sorting/distributing mail and greeting visitors
- Prepare correspondence and other typing duties as may be directed by the Transportation coordinator
- Prepare reports as assigned

- Assists with scheduling buses and routing for field trips in the absence of secretaries class II and III
- Arrange for substitute drivers to cover runs in the absence of secretaries class II and III
- Be prepared to handle emergencies and notify proper department
- Maintain desk, storage and work room areas in a neat and orderly manner
- Knows names, locations and functions of all personnel, departments, and offices
- Train and orient other secretarial personnel in routing
- Drive routes as necessary in a driver's absence
- Utilize emergency procedure knowledge, i.e., Ohio Transportation Policies and Procedures
- Maintain respect at all times for confidential information, e.g., custodial papers, IEP's, birth certificates, grades, medications and health restrictions, court documents and papers
- Promote good public relations by personal appearance, attitude and conversation
- Interact in a positive manner with staff, students and parents
- Make contacts with the public with tact and diplomacy
- Serve as a role model for students
- Carry out and enforce Board Policies

#### **Other Duties and Responsibilities**

- Perform other duties as assigned by the Transportation coordinator, Superintendent or designee

#### **Qualifications:**

- High school diploma
- One to two years related experience
- CDL (preferred)
- Acceptable BCII report and FBI report
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

#### **Required Knowledge, Skills, and Abilities:**

- Ability to communicate ideas clearly and effectively both orally and in writing
- Ability to generate correspondence independently
- Ability to operate office equipment, e.g., copy machine, fax machine
- Ability to utilize appropriate computer and routing software
- Ability to work effectively with others
- Effective, active listening skills
- Excellent computer skills
- Organizational and problem solving skills
- Radio dispatching skills
- Knowledge of immediate area and surrounding areas
- Knowledge of routing students and buses

#### **Equipment Operated:**

- Computer/printer
- Copy machine
- Typewriter
- Fax machine
- Various office machines
- FCC-radio dispatch
- Telephone, mobile and two way radio
- Bus and motor vehicle

**Additional Working Conditions:**

- Occasional exposure to blood, bodily fluids and tissue
- Frequent interruption of duties by visitors, staff and/or telephone
- Occasional operation of a vehicle under inclement weather conditions, i.e., being prepared to come to school on all scheduled and delay days
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, kneel, crouch and stoop
- Frequent repetitive hand motion, e.g., computer keyboard, typing
- Occasional requirement to travel
- Occasional overtime and weekend work
- Occasional requirement to push and pull items up to a maximum of 40 pounds and 100 pounds on wheels e.g. copier paper, tables

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's coordinator, appointing authority.