

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: Route Management Specialist

JOB CODE: 6279

DEPARTMENT: Transportation

PAY GRADE: 28 (B4)

DATE: 01/26/2007

BASIC OBJECTIVES

This is specialized fleet management work assisting the administrative staff and route manager in the day-to-day operation of transporting students in one of the following categories: general - magnet or alternative education, special education and/or regular programs. The work is performed under the general supervision of the Route Manager, though the employee is expected to exercise independent judgement and initiative in monitoring and ensuring efficient and safe school bus operations within the area of assigned responsibility.

JOB TASKS/RESPONSIBILITIES

1. Coordinates and monitors job performance of up to seventy-five school bus drivers and aides. Ensures that bus drivers and aides are in compliance with all job requirements as specified in Florida Statutes, State Board of Education Rules and Miami-Dade County Public School (M-DCPS) Board Rules and Policies.
2. Maintains proficiency in the Computer Automated Transportation System (CATS), MapNet, and other systems of the M-DCPS Teleprocessing Network.
3. Creates computerized, and, if necessary, manual school bus routes for magnet and alternative education students. Recommends and implements changes to improve existing routes and loading areas and to minimize potentially dangerous conditions. Also responsible for preparation of accurate, concise reports required for Florida Education Finance Program (FEFP) Surveys and Route Analysis Reports, which are submitted to Transportation Administration.
4. Assigns substitute drivers and aides when regular drivers and aides fail to report to work.
5. Serves as substitute for the other Route Management Specialists, when the need occurs.
6. Rotating shift work may be required.
7. Operates buses, as required.
8. Performs other related duties, as required or as assigned.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: twisting, reaching, sitting, standing, walking, finger dexterity, talking, hearing and visual acuity. The work is performed indoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Graduation from high school or an equivalent recognized certificate.
2. At least three (3) years experience in operation of school buses or other large vehicles. Vehicle dispatch experience, preferred. A valid Florida Class B CDL with passenger endorsement, preferred.
3. Knowledge of M-DCPS route planning and scheduling practices and procedures.
4. Excellent knowledge of Miami-Dade county geography.
5. Knowledge of computer operations.
6. Ability to handle assigned work schedule.

Note: This is an Omnibus Transportation Employees Testing Act (OTETA) monitored position. Employees with this job description may be required to drive or road test a motor vehicle weighing over 26,000 pounds, transport 16 or more persons, or carry hazardous materials.

Prior revision date(s): 12/20/93, 08/29/94, 05/01/97, 03/02/2001

Reclassification to PG 28, effective 01/26/2007, per 2006-2009 AFSCME successor contract