



**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 7421  
Pay Grade: E04

FLSA: Exempt  
PTS

<b>TRANSPORTATION, ROUTING LOGISTICS SPECIALIST</b>
<b>REPORTS TO:</b> Director, Transportation
<b>SUPERVISES:</b> Transportation, Routing Coordinators Transportation, Dispatchers
<b>QUALIFICATIONS:</b> Associate's degree from an accredited college or university. Experience in progressively more responsible positions in school transportation, municipal/military/governmental operations in a large fleet operation, or in the field of logistics/supply. Demonstrated skills and ability to communicate effectively in both oral and written communications. Demonstrated ability to use commonly available office software applications (e.g., email, Microsoft Office Programs, etc.).
<b>PREFERRED:</b> Second level or higher supervisory experience in transportation, logistics or supply-chain (school district, public or contractor) related field. Demonstrated ability to analyze and solve complex problems. Three (3) years of first level/front line supervisory responsibility.
<b>MAJOR FUNCTION</b>
Responsible for the overall routing, scheduling and daily operations necessary to provide safe, efficient and effective transportation services to all schools and students served therein. Manages Transportation Route Coordinators and Transportation Dispatchers. This position is also responsible for ensuring that all federal, state and local laws, rules, regulations and policies are strictly enforced. Exercises discretion and independent judgment.
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"><li>• Designs, develops, plans, implements and oversees safe, efficient school bus routes utilizing the computer assisted routing system, in accordance with:<ul style="list-style-type: none"><li>○ Sound routing and scheduling concepts and principles (i.e. mapping and sequencing).</li><li>○ All federal, state and local laws and ordinances.</li><li>○ All state and local school board rules.</li><li>○ School starting and ending schedules and budgetary constraints established by the Board.</li></ul></li><li>• Determines the need for number of needed bus drivers and buses.</li><li>• Regularly reviews routes.</li><li>• Effectively and efficiently communicates with the Director, Transportation and all staff members.</li><li>• Continually seeks to improve metrics and lower operating costs.</li><li>• Processes the data for the Florida Educational Finance Plan (FEFP).</li><li>• Manages the evaluation process for all employees within the area to ensure they are fair, effective and timely.</li><li>• Makes recommendations as to staff employment decisions.</li><li>• Administers union contract compliance for all covered employees in area.</li><li>• Works with the Office of Professional Standards (OPS) to ensure consistent application of School Board policies.</li><li>• Works with supervisors, coordinators, peers, schools, parents and drivers to resolve safety, student management and scheduling problems to provide safe, efficient and effective transportation services.</li><li>• Monitors safety, customer service, cost and operational measurements and takes all actions necessary to ensure they meet agreed upon goals/targets within the area.</li><li>• Provides technical assistance and/or training to supervisors and administrators for use in educating all employees in routing principles, responsibilities, issues, etc.</li><li>• Performs other related duties as assigned.</li></ul>

## TRANSPORTATION, ROUTING LOGISTICS SPECIALIST

### TERMS OF EMPLOYMENT

*Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.*

*Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.*

*The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.*

### HISTORY OF JOB CLASSIFICATION

ISSUED: 02/16/21 LM; BOARD APPROVED: 03/23/21

## TRANSPORTATION, ROUTING LOGISTICS SPECIALIST

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds	X				
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

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