



EMPLOYEE NAME: _____

Revised: 12/87; 9/92; 3/93; 5/93; 8/93; 11/94; 5/95; 9/96; 2/09; 10/12; 03/17; 6/18; 2/23;11/23

JOB DESCRIPTION

POSITION TITLE: Logistics Specialist, Transportation	JOB CODE: 474B
DIVISION: Operational Support	SALARY SCHEDULE: Office Clerical/Technician Annual
DEPARTMENT: Transportation	WORKDAYS: Annual Administrative Employees
REPORTS TO: Director, Transportation , Operations	PAY GRADE: Rank VII (CT7)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Researches and maintains correct mapping systems, boundary lines, student data, bus schedules, and transportation data reports.	
REVISION DATE(S): 11/23	

REQUIREMENTS:

1.	Educational Level: High School Diploma or HSE required
2.	Certification/License Required: None
3.	Experience: Minimum 5 years of analytical experience; routing software experience preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; typing; working knowledge of Microsoft Office suite with emphasis on Outlook, Word, and Excel. Prefer bus routing software knowledge with focus on Edulog programs.

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance. Work hours may vary throughout the year.
2.	Prepares transportation logistic records and reports as needed.
3.	Assists with developing route/run sheets and maps as directed by Transportation Supervisors
4.	Prepares and updates driver run surveys within routing software.
5.	Maintains stops, runs, routes, and student additions/deletions in the routing software.
6.	Prepares Department’s standard operating procedure documentation for software operations and data control.
7.	Research address, street names, and boundary lines for accuracy; assists parents, schools, staff, citizens, Superintendent’s office, and Central Office personnel with school eligibility.
8.	Maintains current data for map file, geographic areas for enrollment analysis, and boundary maps for Transportation and Local Administration.
9.	Conducts training sessions on routing software for staff as needed, and administers training through Edulog University
10.	Maintains backup of data files as needed for routing software.
11.	Maintains driver database files and reports.
12.	Works with software provider on program specifications and operations to provide requested data and search for errors in software programs and data.
13.	Monitors network between Transportation, MIS, and Local Administration; including server and licensing
14.	Develops and provides appropriate administrators and local schools with reports as requested.
15.	Updates sex offenders in routing software and reviews stops in association with location.
16.	Utilizes Cal/Amp GPS software to monitor RR Crossings, reporting, and Planned vs. Actual stop, run and route data.
17.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____