VACANCY ANNOUNCEMENT

BUS ROUTING ASSOCIATE
Transportation – Hickory Annex

This position will assist with data entry and assist with the routing and scheduling of students to appropriate bus routes. The position will develop and maintain all electronic records pertaining to bus stop assignments, bus stop requests, and any bus routing changes.

DUTIES AND RESPONSIBILITIES INCLUDE

- Assists in assignment of students to bus routes using school system automated routing software.
- Assists in collection of bus stop requests and/or any necessary routing changes.
- Distributes completed school bus routes to the bus contractors and appropriate schools.
- Updates county computer routing maps as needed.
- Receives and integrates student information from the school system student data information system into existing bus routes.
- Assists in communication to bus drivers, contractors and schools regarding route changes.
- Prepares any required reports utilizing the routing software.
- Assists in providing customer support for the community and schools.
- Performs all essential functions of a school bus attendant in the event of an emergency.
- Performs other work-related duties as assigned.

SALARY

Grade 5 of the Salary Schedule for AFSCME ($34,762)

REQUIREMENTS

- Must possess high school diploma, GED or equivalent.
- A minimum of 2 years experience in school transportation with knowledge of transportation bus routes and schedules.
- Familiarity with routing software and other transportation software.
- Able to read and understand communication regarding student information and maintain confidentiality.
- Able to communicate effectively with fellow employees, students, and the public, as well as provide written and oral reports to school personnel and supervisor as required.
- Displays excellent customer service skills.
- Must satisfy all requirements listed in the Code of Maryland Regulations for school bus attendants.
- Physically able to perform the essential functions, with or without reasonable accommodations, of the everyday responsibilities including safely ascending and descending bus steps multiple times, able to lift 40 pounds, drag 40 pounds for 30 feet, squat, kneel and operate all emergency exits and follow proper procedures for safe emergency evacuations.

HOW TO APPLY

Employment applications are accepted online only. To access the application, visit the Current Job Openings section of the HCPS website at www.hcps.org. If you have questions or require assistance to complete the online employment application, contact the Human Resources Office at 410-588-5238.
Online employment applications will be accepted until position filled.

The Harford County Public School System (HCPS) does not discriminate on the basis of race, color, sex, age, national origin, religion, sexual orientation, gender identity, marital status, genetic information, disability, or any other basis prohibited by law with regard to employment or conditions of employment, or participation in or access to its programs, activities, or services. Inquiries related to the non-discrimination policy of the Board of Education of Harford County should be directed to the Supervisor of Equity and Cultural Proficiency at 410-809-6065.

This document is available in alternative form upon request. To request disability-related reasonable accommodations, please notify a staff member in the Human Resources Office at the time you are contacted for an interview.

AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE