

## **Route Coordinator**

### **Purpose Statement**

The job of Route Coordinator is done for the purpose/s of reviewing bus routes and stops; resolving district transportation issues; arranging transportation for special needs students; and maintaining and operating various computer software programs in support of the district's transportation system.

This job is distinguished from similar jobs by the following characteristics: .

This job reports to the Supervisor of Transportation

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### **Essential Functions**

- Assigns bus drivers, bus technicians, and equipment to routes (e.g. seniority lists, etc.) for the purpose of ensuring an efficient and effective student transportation.
- Assigns students to routes (e.g. space available, Edulog, coordinating the stops, special needs students, etc.) for the purpose of ensuring all eligible students are assigned to buses with the correct equipment and trained drivers.
- Communicates with drivers and others (e.g. schedule changes, reviewing route maps, responding to inquiries, etc.) for the purpose of ensuring safe and timely transportation of students.
- Coordinates student transportation activities with school administrators, drivers, and other interested groups or individuals (e.g. bus routes, schedules, field trips, special education routes, curb to curb pick up for special education students, transportation issues, athletic events, etc.) for the purpose of ensuring that district transportation needs are met and State Laws are followed.
- Evaluates alternatives and recommends routes (e.g. bus stops, clock schedules, etc.) for the purpose of determining safe and effective bus routes in conformance with school policies while complying with mandated guidelines.
- Inputs and maintains data (e.g. computerized mapping programs, payment in lieu of transportation, seniority records, route records for space, etc.) for the purpose of ensuring the availability of accurate and complete information.
- Participates in meetings, training's, etc. for the purpose of receiving and/or conveying information.
- Performs functions of a bus driver for the purpose of meeting the Districts transportation services needs.
- Prepares documentation (e.g. State Reports, Drug and Alcohol Testing Program, etc.) for the purpose of providing written support and/or conveying information.
- Provides customer service (e.g. handles complaints, answers phone, greets public, etc.) for the purpose of providing a positive working relationship with the students, parents, other staff members, and the general public.
- Responds to inquiries from students, parents, and staff (e.g. stop locations, schedule, state regulated policies, etc.) for the purpose of providing the necessary information regarding busing issues.
- Reviews documents and reports from other personnel (e.g. route sheets, incident reports, route bids, team shuttles, student counts, routing information, federal, state standards and district policy reports, etc.) for the purpose of ensuring accurate and complete documentation.

## **Other Functions**

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; reading and interpreting road maps; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws; safety practices and procedures; and business telephone etiquette.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; and working as part of a team. Have the Ability for regular and reliable attendance.

### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 70% sitting, 25% walking, and 5% standing. The job is performed in a generally hazard free environment.

**Experience** Job related experience with increasing levels of responsibility is desired.

**Education** Targeted, job related education with study in job-related area.

**Equivalency** .

### **Required Testing**

Pre Employment Physical Abilities Testing & Medical Exam  
Alcohol and Drug Test

### **Certificates**

Valid Driver's License & Evidence of Insurability  
CPR/First Aid Certificate  
Bus Driver's Certificate

Defensive Driving Certificate  
CDL License

Continuing Educ./Training

Keep CDL current  
First aid and CPR current  
Maintain all certifications

Clearances

Criminal Justice Fingerprint/Background  
Clearance, and  
Drug Screen (random)

FLSA Status

Non Exempt

Approval Date

Salary Range