

FLAGLER COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

ROUTE COORDINATOR

QUALIFICATIONS:

- (1) Associates Degree, or verifiable experience of five (5) years School Bus Transportation Routing and management experience. Bachelor's Degree preferred.
- (2) Possess a valid Florida CDL Class B License with appropriate bus driver "P" – Passenger and "S" – School Bus endorsements.
- (3) Required to complete a course in National Crisis Intervention (NCI) and Crisis Prevention Intervention (CPI) training.
- (4) Required to complete a basic course in CPR and First-Aid within the first year.
- (5) Be familiar with Flagler County and surrounding areas.

KNOWLEDGE, SKILLS AND ABILITIES:

Excellent knowledge in applied day-to-day office practice skills and operational expertise of a school bus. Knowledgeable in safety precautions relating to the transportation of students and occupational hazards. Excellent knowledge of Microsoft Office and SQL Databases. Ability to schedule a District-wide bus routing system. Knowledge of the School Board and State rules and regulations applicable to school bus operations. Excellent Phone and People Skills. Ability to operate a District wide system in an efficient manner. Ability to express and exchange ideas utilizing the spoken word in an accurate and detailed method. Knowledge of FCC radio rules and regulations and the ability to effectively communicate over a two-way radio.

REPORTS TO:

Director of Transportation or designee

JOB GOAL

To develop and maintain school bus routes, times, and student stops, school zone maps, for both General and Exceptional Student Education students. To safely and efficiently dispatch vehicles transporting students to and from their school site and/or special events.

SUPERVISES:

Dispatch Routers
Other Assigned Support Personnel

PERFORMANCE RESPONSIBILITIES:

- * (1) Maintain route maps showing routes, times, and student stops.
- (2) Complete, submit and dispatch all required reports in an efficient and timely manner
- (3) Develop, coordinate and administer a bus routing system.
- * (4) Assist in completing local, State, and Federal reports.
- (5) Serve as a liaison with student, parents, school administrators and bus drivers.
- * (6) Assist Transportation Supervisor in securing drivers.
- * (7) Assist in answering route questions for school and public.
- (8) Assist the Transportation Supervisor in evaluation of drivers and dissemination of information from supervisor to drivers and drivers to supervisor.
- * (9) Serve in absence of Transportation Supervisor.
- *(10) Help coordinate and maintain bus drivers' records, bus routes, and extracurricular trips for all public schools in the District.
- (11) Assist in the development, implementation and evaluation of staff development activities

ROUTE COORDINATOR (Continued)

- (12) Drive school bus when required.
- (13) Serve as backup radio dispatcher.
- (14) Attend in-service activities as assigned.
- (15) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force as frequently as needed to move objects.

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 those established by the District.

EVALUATION:

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

*Essential Performance Responsibilities

Job Description Supplement Code 5

Salary Lane: Professional PAFZ

Approved: 07/19/2022