

SCHOOL DISTRICT 27J
CLASSIFIED POSITION JOB DESCRIPTION

Job Title: Transportation Route Coordinator
Date Prepared or Last Modified: November 8, 2022
Work Year: 12 months
Department: Transportation
Reports To: Transportation Director

SUMMARY Responsible for the maintenance of all department maps for the city street and road network. Responsible for updating GIS mapping system for routing/scheduling program. Works with the district Technology and Planning Departments regarding updating the routing program to enable it to be efficient and ongoing. Responsible for creating, updating and analyzing bus stops and routes to ensure that they provide both safe placement and efficiency and are in accordance with established laws and procedures. Provide customer service and resolve scheduling concerns with parents, school personnel, Administrators, and Transportation employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- D 20% Evaluate bus stop locations; incorporate stops into routes; and communicate route information to patrons and school officials using the telephone, interschool mail, E-mail, and intranet. Re-evaluate routing continuously via the Zonar System to maintain optimal efficiency. Responsible for downloading student information from District maintained databases for utilization/scheduling software.
- D 30% Create safe and detailed bus routes for school bus drivers to follow with operating transportation GIS routing software program. Create, revise and distribute master route schedules, bus schedules, route summaries and route maps to drivers. Monitor and approve route changes, compute route package times, and provide assistance in ensuring compliance with Colorado Department of Education and District policies, regulations and procedures. Responsible for gathering and organizing data for special reports as needed for Director and maintain required files.
- D 5% Prepare route descriptions and required work hours for drivers and paraprofessionals.
- D 20% Responsible for the maintenance of all department maps for the city street and road network. Responsible for updating GIS mapping system for routing/scheduling program. Works with the district Technology and Planning Departments regarding updating the routing program to enable it to be efficient and ongoing. Provides direction and control over the radio and maintain accurate log of daily events. May assist with the Translation and/or communication using second language skills when possible. Must have an understanding of district and department policies and procedures, state and federal regulations when responding to a bus breakdown, accident, and lost student/student management concerns.
- D 6% Access information from the district’s student based software program. Maintain efficient routing change requests/discontinue of service to assist Transportation Department/Finance with accurate information for billing of fees.
- W 10% Support Dispatch as back up resource by answering calls and assists in emergency situations. Respond to scheduling/dispatch related complaints and concerns from parents, school staff, and Transportation employees by answering telephone calls and responding to messages. Provide information and instructions for drivers, driver assistants and fleet mechanics using radio and telephone communication. Must be open and willing to communicate with the Director/Supervisor to support daily success of the drivers.
- W 5% Oversees and supports other Routers with the Routing Program when there are questions or concerns with the program. to ensure all routes are efficient and to support student success.
- W 3% Drive routes and/or excursions as necessary in emergency situations or when staff is limited.
- M 1% Other duties as assigned

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND TRAINING High school diploma or equivalent, plus specialized courses such as typing, dictation and computer training preferred.

EXPERIENCE Over three years' experience with Google Suite, Google Drive and GMail, accounting, customer service, general office. 2 years' experience in fleet routing or transportation routing programs. Must have 3 years' experience in school transportation. A minimum of 1-year experience in school routing program preferred. Familiar with GIS online mapping system and relational data system helpful.

SKILLS, KNOWLEDGE, & EQUIPMENT: Interpersonal, communication, customer service, problem solving, micro computer, basic accounting, phone etiquette and secretarial skills. Knowledge of safe operation of transportation vehicles in emergencies'; passenger behavior management and transportation and Department of Transportation laws, rules and regulations. Ability to evaluate and respond appropriately to emergency situations. Operating knowledge of and experience with microcomputers required at hire. Operating knowledge of two-way dispatch radio system, phone systems, general office equipment, Microsoft Office and district student data program within four weeks after hire.

CERTIFICATES, LICENSES, & REGISTRATIONS: Must obtain commercial driver's license (CDL), Department of Transportation (DOT) and district physical provided by district, "B" license with P and S endorsement and small vehicle certification upon completion of district training. First Aid and CPR certifications required within 90 days after hire.

SUPERVISION/TECHNICAL RESPONSIBILITY This position has no supervisory responsibilities; however, carries out operational support to Director and department staff members by creating and revising routes and stop locations. Carries out operational support in accordance with the organization's policies and applicable laws. Responsibilities include planning and scheduling of routes, working with designee in garage in absence of transportation Director in order to maintain communication and organization of bus scheduling, ability to manage multiple priorities, multiple tasks with frequent interruptions, and maintain confidentiality in all aspects of the job.

JUDGMENT AND DECISION MAKING Work is assigned by Transportation Director. Requires judgment, independent decision making, problem solving is critical, organizational skills to properly assign routes, and assist with the resolution of emergency situations and or notification of proper authorities. Decision making is guided by district, department and department of transportation policies and procedures. Decision making requires collaboration with Director; mechanics, bus drivers, principals and parents. Must have the ability to promote and follow Board of Education policies. Director is always involved in major decision making

DIVERSITY OF DUTIES: Extensive knowledge of district and transportation department policies and procedures. Requires cross training in transportation rules, regulations, policies and procedures. Basic office procedures, customer service; organizational, problem solving and communication skills; microcomputers, two-way radios and Transportation and District related software. In the absence of the Director, router would make decisions regarding drivers while on route, speak to parents and students, make decisions with schools regarding students or routing issues at the time. Provide assistance in emergency situations.

SAFETY TO SELF AND OTHERS High exposure to self repetitive motion injuries due to keyboarding. Low exposure to cuts and bruises due to typical office accidents. May also expose other to injuries if a person in this position fails to properly report or act on an emergency situation.

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel crouch, or crawl; talk or hear; and smell (e.g., to determine gas leaks). The employee frequently is required to sit. The employee is occasionally required to climb or balance. The employee must frequently lift and or move up to 15 pounds and occasionally lift and move up to 50 pounds. Specific vision abilities required by this job include close, distance, color, peripheral, depth perception, ability to drive dusk to dawn and the ability to adjust focus Obtain a D.O.T. and district physical is a required for employment. **WORK**

ENVIRONMENT The noise level in the work environment is usually moderate. While perform driving responsibilities employee is regularly exposed to moving mechanical parts, fumes (e.g. fuel). The employee is frequently exposed to outside weather conditions.

MENTAL FUNCTIONS While performing the duties of this job, the employee is regularly required to communication, coordinate, instruct, compute, and negotiate. Frequently required to compare, analyze and copy. Occasionally required to evaluate.