

**BRIGHTON SCHOOL DISTRICT
CLASSIFIED POSITION JOB DESCRIPTION**

Job Title: Transportation Specialized Route Coordinator
Date Prepared or Last Modified: November 16, 2022
Work Year: 12 months
Department: Transportation
Reports To: Transportation Director

SUMMARY Responsible for creating, updating and analyzing Special Needs 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. Provides direction and control over the radio and maintains accurate log of daily events. Must have an understanding of district and department policies and procedures, state and federal regulations and state laws governing McKinney Vento/Foster when responding to a bus breakdown, accident, and lost student/student management concerns.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- D 37% Responsible for developing and managing the development of special needs routes to provide safe and efficient transportation to special needs students and make necessary adjustments to existing special needs routes. Must be able to work daily in a collaborative environment with the Director and Specialized Coordinator to ensure all special needs requests are routed for students with safety and efficiency. 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 internet. Re-evaluate routing continuously via the Zonar System to maintain optimal efficiency.
- D 30% In the absence of the Router/Dispatcher, serves as a back-up for daily changes or concerns for general education routes to ensure safety and efficiency. Acts as a liaison for the Transportation Department by providing information for routes to parents and District personnel. Create safe and detailed bus routes for school bus drivers to follow. 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
- M/W 5 % Maintains SPED and McKinney Vento/Foster files, student confidentials, records and spreadsheets with current student information. Collaborates with Routers and District officials on McKinney Vento students to ensure spreadsheet and current information are maintained.
- D 20% 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, paraprofessionals and fleet technicians using radio and telephone communication. Must communicate with the Director/Supervisor to support daily success of the drivers.
- M/A 1% Responsible for student medication training when needed. Attend all meetings and training sessions including some IEP meetings, all in-services and first aid, CPR classes that are required by the District and state. Check TMS weekly; turn in edit for missed punches/leave slips, notify TMS Manager/Director of shortage or overage on weekly hours in order to meet required hours for the week and ensure unapproved overtime is not accrued. Maintain CDL License which includes keeping DOT Physical current to ensure in compliance with all state and federal regulations.
- D 3% Drive routes and/or excursions as necessary in emergency situations or when staff is limited.
- D 4% Perform 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. Moderate user of Google Suite, Google Drive and Gmail, Adobe Acrobat program, Microsoft Word, and overall must feel very comfortable with computers. Be knowledgeable on various operating systems and databases.

EXPERIENCE: At minimum, 3-5 years' experience in school transportation preferred. Two years+ working in an office environment in a clerical role.

SKILLS, KNOWLEDGE, & EQUIPMENT. General office skills required at time of hire. Basic math, data entry and computer skills, written communication skills, critical thinking and analytical problem solving. Ability to promote and follow Board of Education policies and building procedures, ability to communicate, interact and work effectively with people from diverse ethnic and educational backgrounds. Operating knowledge of various school buses/vehicles, handicap transportation equipment, two-way radio, fire extinguisher, and emergency equipment required within two weeks after hire and licensing. Assistance with the translation and/or communication using second language skills helpful.

CERTIFICATES, LICENSES, & REGISTRATIONS Must obtain commercial driver's license (CDL) and "B" License with P and S endorsement within 3 months of hire. Must be able to pass DOT physical exam at the time of hire. First Aid and CPR certifications required within 90 days after hire.

SUPERVISION/TECHNICAL RESPONSIBILITY This position has no supervisory role; however, plans, coordinates, and oversees special needs/McKinney Vento/Foster routes with Director and Transportation Specialized Coordinator.

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, department of transportation and McKinney Vento/Foster policies and procedures. Decision making requires collaboration with Director; Transportation Specialized Coordinator, 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, computers, two-way radios and Transportation and District related software. Duties require student management, emergency evacuation procedures, basic health care, conflict resolution, problem solving and state/federal/district regulations and laws. Behavior management skills, driving skills, defensive driving skills, adverse weather driving skills, mountain driving training (optional), two-way radio, restraining devices, adaptive equipment, First Aid, and CPR. Duties and actions impact students, parent's school's administrators and the general public.

SAFETY TO SELF AND OTHERS High exposure to repetitive motion/stress due to steering and sitting for long periods and lifting; bruises and cuts due to handling of heavy and sharp objects, and possible injury due to heavy lifting. Disease due to exposure to bodily fluids during clean-ups; loss of limb, disfigurement or life due to traffic accidents, and loss of sight due to protruding objects.

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 sit, , use hands to handle or feel; talk or hear, taste or smell. The employee frequently is required to stand, walk, climb, balance, stoop, knee, crouch, crawl and reach with hands and arms. The employee must occasionally lift or move more than 50 pounds. Specific vision required by this job include, close vision, distant vision, color vision, peripheral vision, depth perception, ability to drive dusk to dawn and ability to adjust focus. Obtain a D.O.T. and district physical is a required for employment.

WORK ENVIRONMENT While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and vibration. The employee is frequently exposed to toxic or caustic chemicals (e.g., fuel) and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, extreme heat, and risk of electrical shock. The noise level in the work environment is usually loud.