Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**Route Planner**	FLSA Status:	**Non-Exempt**
Job Family:	**Transportation**	Pay Range:	**TP46H**
Prepared/Revised Date:	**June 26, 2025**	Job Code:	**50402**

SUMMARY: Responsible for the development of a safe and cost efficient transportation system for all eligible students. Assist in planning bell schedules, determining school and program boundaries, and the placement of district programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Determine eligibility of students and assign appropriate transportation based on local, state and federal laws, and Poudre School District and Transportation Department policies and procedures.
2. Collaborate with district placement coordinators to determine placement and transportation requirements based on students' needs, program locations, transportation addresses, and transportation costs.
3. Plan individual bus stops and develop transportation to and from each program site to the required destination with consideration to safety, cost efficiency, school times, and student's needs.
4. Maintain detailed records and communicate with bus drivers, parents, school staff, and transportation supervisors regarding updates in students being transported, students' needs, bus stop locations, and driving directions and times.
5. Maintain confidential student records relating to the needs of transported students.
6. Coordinate with schools and departments to develop guidelines, determine costs, and design transportation for site-based programs.
7. Address parent, driver, and community concerns about the location of bus stops, stop times, and attendance areas.
8. Maintain the District's routing software with road changes, address changes, and new subdivisions.
9. Assist in the development of cost estimates related to proposed changes in the transportation system due to changes in district or departmental policies or procedures.
10. Coordinate with other districts and out-of-district programs to provide appropriate transportation when needed.
11. Produce maps and assist in the planning of school and program boundaries and the placement of District-wide programs. Assist the Training Department with instruction on mapping, following route instructions, and Early Childhood Department policies and procedures.
12. Represent Transportation Services at Individualized Education Program meetings as needed.
13. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent, plus specialized technical courses in GIS and/or computer operations preferred
- Minimum one year experience in school bus operations

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Must be 21 years of age and obtain a Commercial Driver's License (CDL) Class B with P2 and S endorsement within 60 days of hire, preferred
- First Aid certification required within 60 days of hire
- Must meet District driver insurability requirements
- Pass Department of Transportation (DOT) physical

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Understanding of GIS systems
- Basic knowledge of computer networking
- Customer service and public relations skills
- Critical thinking and problem solving skills
- Bilingual oral and written communication skills preferred
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Knowledge of state and federal laws, and District policies and departmental practices related to student transportation
- Strong geographical knowledge of the Poudre School District and surrounding areas
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with District software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, E-mail, etc.
- Operating knowledge of graphical information systems preferred at hire
- Operating knowledge of computer routing software preferred at hire
- Ability to safely operate a school bus

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Director of Transportation	
Direct reports:	This job has no direct supervisory responsibilities.	

- Responsible for assisting with interviewing, hiring and training employees; assisting with planning, assigning and directing work; assisting with appraising performance; and assisting with addressing complaints and resolving problems
- Responsible for supervising the behavior and well-being of students in the classroom, getting on and off the bus, on recess

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feed				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds		X		
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy				X
Coordinate				X
Instruct			X	
Compute				X
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile				X
Negotiate				X

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	

VISION DEMANDS:	Required
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	