
POSITION DESCRIPTION

Route Operations Coordinator

General Definition of Work

Report and account to the Transportation Supervisor. Co-supervises district drivers assigned to the Transportation Department.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function 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.

Essential Functions

- Advise district drivers, office personnel and shop personnel in the carrying out of their assigned duties.
- Coordinate, develop options for and determine the safest and most efficient routing of buses for all transportation including: regular home-school-home, noon kindergarten, special education, summer school, ESL and special trips and other transportation.
- Prepare, disseminate and update route descriptions and coordinate those activities.
- Coordinate and collect student transportation registrations and other data concerning routes and students. Coordinate student/family information with appropriate school personnel.
- Utilize the department's computer system for developing and maintaining student data, bus route description and other departmental information.
- Determine and implement appropriate driver coverage of all routes consistent with established procedures and current drivers' contract.
- Dispatch route and trip operations. Dispatch emergency assistance as required. Communicate with local law enforcement personnel as necessary.
- Coordinate vehicle and route assignments with the mechanics and notify appropriate school personnel concerning changes.
- Answer telephone inquiries and concerns regarding routing, dispatching and other transportation issues. Explain and justify district transportation policies and procedures to parents and others with busing problems.
- Maintain appropriate, up-to-date district maps in routing software.
- Responsible for staying familiar with federal, state and local laws regarding student transportation.
- Assist with the development and implementation of driver training, evaluation and safety programs.
- Assist in the observation and analysis of weather and road conditions during inclement weather and the determination of whether or not school will be held as scheduled.
- Assume the procedural and personnel duties of the Transportation Supervisor in the Supervisor's absence.
- Assumes additional responsibilities as they are requested or needed by the Transportation Supervisor.
- Determine & assign EA's to bus routes as needed per student IEP. Work closely with school psych's & student services department principles.

Knowledge, Skills and Abilities

Demonstrated skill in organizing ideas and presenting them with clarity in establishing and maintaining working relationships based on mutual confidence and respect, in identifying problems and their resolutions in exercising good judgment, in showing maturity and dedication to duty. Constructive and positive attitude, able to handle duties effectively and professionally. Considerate, straightforward and honest with other people. Established experience as a team player, able and willing to carry out district objectives.

Education and Experience

High school diploma or GED. A valid school bus operator's license preferred.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force; work regularly requires standing, walking and reaching with hands and arms, frequently requires using hands to finger, handle or feel and stooping, kneeling, crouching or crawling and occasionally requires speaking or hearing, climbing or balancing, pushing or pulling and lifting; no special vision is required; no special vocal communication skills are required; no special hearing perception is required; work requires visual inspection involving small defects and/or small parts, operating machines and observing general surroundings and activities.

Environmental Conditions

This work regularly requires exposure to vibration, frequently requires working near moving mechanical parts and occasionally requires exposure to wet, humid conditions (non-weather), exposure to fumes or airborne particles, exposure to outdoor weather conditions, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock and exposure to blood-borne pathogens which may require specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

The Board does not discriminate in the employment staff on the basis of the Protected Classes of race, color, national origin, age, sex (including transgender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 11.32, Wis Stats.), ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other characteristic protected by law in its employment practices.
