



Job Title: **Route Coordinator**

Department: **Transportation**

Supervisor: **Director of Transportation**

Lane Placement: **ESP Lane 12**

Schedule: **8 hrs / 242 days** Evaluation Group: **JCES 12**

FLSA Classification: **Non - Exempt**

JOB DESCRIPTION

Under the supervision of the Director of Transportation, the Route Coordinator provides operational, administrative, and supervisory support services to ensure effective, efficient and safe transportation of District students. Incumbent determines and updates bus routes for District school buses. Incumbent works to ensure routes are covered daily, monitors driver performance and acts as a mediator to promote understanding among drivers, parents, principals and the public. Incumbent may act on behalf of Director of Transportation if necessary.

ESSENTIAL FUNCTIONS

- Designs bus routes utilizing automated and/or other routing techniques and tools.
- Designates location and number of stops for each route.
- Develops time schedules for drivers and routes based on number of trips, route length, number of stops, and appropriate school start/end times.
- Analyzes bus loading for maximum efficiency.
- Reviews bus routes and operations through automated simulation and/or field observation including student population and school enrollment and program trends and initiates appropriate changes.
- Forecasts resource requirements for manpower, vehicles and equipment.
- Maintains, analyzes and reviews operational cost data with the Director of Transportation.
- Assists the Director in managing elements of the Human Resource program including interviewing, disciplinary issues and performance reviews and assigns personnel based on department need.
- Instructs and appraises new and current drivers and attendants to ensure compliance with department policies and procedures.
- Works to maintain an appropriate substitute driver pool.
- Resolves problems and issues with District patrons, department and District staff.
- Studies, analyzes, and updates State reports.
- Assumes specified duties of the Transportation Director if necessary.
- Assists in supervising bus drivers, assistants, secretaries, dispatchers, etc.
- Ensures all routes are covered daily (e.g. driver substitutes and replacements for out-of-service buses).
- May review Individual Education Plans with District staff for accuracy and compliance.
- Occasionally drives or rides on a bus or assigned District vehicle.
- May participate as an Ad Hoc member of the Hazardous Route Committee responsible for its objectives, goals and outcomes.
- Participates as Emergency Evacuation Team member.
- Acts as liaison for State fueling site (e.g. checks gas pump for maintenance and repair, assigns personal identification numbers and checks gas cards for vehicles).
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Requires an Associate's Degree in business, psychology, human behavior or related field with successfully completed courses in computerized statistical analysis.
- Requires two years of successful experience driving a bus with all ages of children.
- Requires an additional two years of prior job related work experience with demonstrated competence.
- Requires a Commercial Driver License with required endorsements.
- Within one year, must be certified as a District level instructor and maintain certification.
- Knowledge of Special Education programs, laws and regulations preferred.
- Must be available for on-call work to deal with incidents or issues that arise on nights, weekends and holidays.
- Organizational skills are required to match bus capabilities with rider needs (e.g. balancing rider loads, designing cost-effective, yet convenient stops).
- Requires significant interpersonal skills to mediate when problems occur, to give directions to and work with drivers, as well as parents, school administrators and others that interface with the school bus system. Also interacts with law enforcement officials and vendors.
- Job requires skill in mathematics for planning routes and schedules. Must be able to use a computerized measuring device and perform computerized mapping.
- Demonstrated knowledge of District and department policies related to incident management.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---Not limited to the following:

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 6/9/2020