



JOB DESCRIPTION
Route Coordinator – Transportation Department

JOB DESCRIPTION:

The Route Coordinator under the direct supervision of the Transportation Coordinator, coordinates assignments and schedules of bus drivers, routes, and vehicles to ensure safe, and economical transportation services.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma or GED
- CDL required
- Two or more years experience as a certified school bus driver

ADDITIONAL REQUIREMENTS:

- Ability to pass Human Performance Exam (HPE)
- Skills testing will be required
- Computer knowledge preferred
- Must be 21 years of age or older

KNOWLEDGE / SKILLS / ABILITIES:

- Proficient computer skills
- Effective telephone and communication skills
- Ability to receive and give verbal instructions effectively
- Ability to work well and in a positive manner with staff, employees, students, and public
- Ability to pass alcohol and drug test
- Proficient map reading skills

DUTIES AND RESPONSIBILITIES:

1. Analyzes pupil population in attendance areas and adjusts/develops routes to serve their needs.
2. Monitors radio and telephone communications involving staff, pupils and parents/issues.
3. Assigns and schedules buses and drivers on a daily routes.
4. Assigns and schedules the drivers/buses for extra curricular trips.
5. Assigns stand-by drivers as needed for routes in the absence of the regular driver.
6. Assures that drivers have current maps and route descriptions.
7. Assigns stand-by buses to routes when the regular bus is off line, coordinates changes with affected campuses.
8. Maintains current rider identification files.
9. Reviews time cards for accuracy.
10. Compiles student counts, performs an analysis of data for bus routes, makes adjustments to level loads.
11. Coordinates and communications with parents and school administrators about transportation questions.
12. Revises, coordinates, and updates routes to improve transportation.
13. Responds to emergency calls from bus drivers on extra curricular trips after regular duty hours.
14. Drives and/or monitors as needed.
15. Performs other duties as assigned. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

WORKING CONDITIONS:

MENTAL DEMANDS: Ability to communicate effectively (verbally and written), concentrate, reason, understand verbal instructions, coordinate and maintain emotional control under stress.

PHYSICAL DEMANDS: Ability to lift and/or carry heavy weight (45 pounds or more), stand, walk, balance, crawl, stoop, kneel, crouch, crawl, pull, push, reach, perform repetitive hand motions, hear, speak, possess visual acuity, drive moderate distances, travel moderately, work around moving objects or vehicles, and may work prolonged or irregular hours.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Radio communication equipment, computer, typewriter and intercom system.

Manual Trades Pay Grade: 6

Days: 226

Wage/Hour Status: Non Exempt

Updated: September 12, 2008

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.