

**Job Title:** ROUTE COORDINATOR  
**Reports to:** Director of Transportation  
**Dept./School:** Transportation  
**Wage/Hour Status:** Non-exempt  
**Date Revised:** February 22, 2021

### **Primary Purpose**

Coordinate assignments and schedules of bus drivers, routes, and vehicles to ensure safe, efficient, and economical transportation services.

## **QUALIFICATIONS**

### **Education/Certification**

High school diploma or GED  
3 years' experience with Technology Systems

### **Special Knowledge/Skills**

General knowledge of computer systems, and system integration  
Ability to implement and support routing computer system (Transfinder) to obtain student transportation information as needed  
Ability to remain calm and professional in an environment with frequent interruptions  
Ability to interact with a diverse group of individuals in a courteous and tactful manner, and establish and maintain effective working relationships  
Effective telephone and communication skills  
Ability to receive and give verbal instructions effectively  
Ability to pass alcohol and drug test  
Proficiency with Google Earth Maps and GPS Software  
Bilingual Required  
Knowledge in in Technology to include data flow, electronic reporting, and Microsoft Office Products

### **Experience**

3 years of maintaining schedules, records, reports and phone etiquette: preferably in a public education environment

## **MAJOR RESPONSIBILITIES AND DUTIES**

### **Routes and Schedules**

1. Assignments of bus drivers, bus routes, and substitutes for morning and afternoon shifts.
2. Assist with or coordinate extracurricular transportation.
3. Prepare data required to plan bus route and post route schedule.
4. Prepare regular and special education bus routes.
5. Coordinate and schedule all summer school routes.

### **Communication**

6. Dispatch drivers and vehicles and communicate with them using a two-way radio.
7. Notify drivers, parents, and school personnel of any changes in a student's bus service, such as an address change, change in pick-up and drop-off location, change in time or bus change.

- 8. Maintain good public relations with students and school personnel.
- 9. Help schools place new students on the correct buses and advise drivers of new or dismissed students.
- 10. Implement and monitor "Geo Fencing" Technology for out of town trips.

**Reports/Records**

- 11. Maintain electronic mileage records on all bus routes and travel.
- 12. Keep electronic logs on fuel dispensing.
- 13. Maintain electronic log book to include change notices to transportation personnel and schools.
- 14. Maintain pertinent documentation on all special education students.
- 15. Prepare various reports as required by the state, district, or department.
- 16. Post trips in trip book and send out confirmations.
- 17. Maintain electronic records on all out-of-town trips.
- 18. Exhibit punctuality and dependability in the workplace.
- 19. Perform other duties as assigned by supervisor.
- 20. Maintain confidentiality of information.

**Supervisory Responsibilities**

- 21. Assign routes to drivers as needed.

**EQUIPMENT USED**

Radio communication equipment, computer, printer, copier, typewriter, fuel management system.

**WORKING CONDITIONS**

**Mental Demands/Physical Demands/Environmental Factors**

Clear speech; ability to drive school bus; repetitive hand motions; early shift work.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_