

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO Assigned Transportation Manager

GENERAL RESPONSIBILITIES

1. Operates the district's computerized routing system and maintains proficiency.
2. Maintains proficiency and working knowledge of district software to include, but not limited to: Excent, Field Trip, TERMS, Web, as well as software unique to the Transportation Department and supports end users.
3. Serves as the main contact for all transportation regular education and district programs.
4. Works with district personnel to prepare and update safe, dependable and efficient transportation routes.

SPECIFIC RESPONSIBILITIES

1. Develops and audits bus stops, runs and routes that are safe, dependable and efficient.
2. Monitors and analyzes arrival and departure times of busses, student loads and other data for scheduling adjustments for safety and efficiency.
3. Audits student's records for correct addresses and works with school data entry personnel to ensure student files are accurate. Coordinates with school administrators to provide appropriate support to students in accordance with Individual Education Plan (IEP) requirements.
4. Recommends route changes as well as coordinates stop, run and route change notification with supervisors, schools, parents and students.
5. Audits student eligibility for transportation to include students in hazardous walking areas.
6. Assists the Routing Manager in the resolution of issues or problems relating to bus stops, runs and routes.
7. Makes required changes in the school bus routes and schedules on a daily basis as well as prepare route sheets, rider's lists and route descriptions.

8. Updates and maintains accurate hard copy of all bus runs and routes and communicates to appropriate personnel.
9. Prints necessary reports for bus drivers, office staff, and schools in a timely manner.
10. Assists in monitoring the allocations of bus drivers and bus attendants.
11. Communicates accidents/incidents to administration and notifies proper emergency services in the absence of the Dispatcher. May need to respond to accidents if supervisor is not available.
12. Maintains a working knowledge and ensures compliance with Federal and State laws and Department of Education (DOE)/Department of Transportation (DOT) rules and regulations, School Board Policy and Procedures and other appropriate guidelines.
13. Plans, schedules, monitors, and coordinates school bus routes using computerized routing system software to maximize the efficient use of buses.
14. Performs other duties as assigned.