

SCHOOL DISTRICT OF ALAUCHA COUNTY

COORDINATOR -- ROUTE

JOB DESCRIPTION

<b>FLSA:</b>	Exempt	<b>BARGAINING UNIT ELIGIBILITY:</b>	No
<b>PAY GRADE:</b>	27	<b>SALARY SCHEDULE:</b>	Professional/Technical

**QUALIFICATIONS:**

- (1) High school diploma or GED.
- (2) Minimum of five (5) years experience as a bus driver.
- (3) Valid Florida Class B CDL license with passenger endorsement.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of the road systems in the District. Extensive knowledge of the operation of a school bus, preventive maintenance procedures and practices, and occupational hazards and safety precautions relating to the transportation of students. Knowledge of the rules and regulations of the School Board and of the state traffic laws as they apply to school bus operations. Ability to instruct drivers in proper bus operation, safety precautions, preventive maintenance, defensive driving habits, and first aid. Ability to plan safe, economical and efficient bus routes. Ability to maintain required records and to prepare written reports. Ability to establish and maintain effective working relationships with staff, principals, administrators, and the public. Ability to operate a school bus and perform aide duties which may require lifting of over 100 pounds. General knowledge of computer applications and operations.

**REPORTS TO:**

Director -- Transportation

<b>JOB GOAL</b>
-----------------

<p>To coordinate and monitor the routing of school buses to provide an effective and efficient District transportation system.</p>
--

**SUPERVISES:**

Assigned Personnel

**PERFORMANCE RESPONSIBILITIES:**

- \*(1) Establish, maintain, revise, monitor, and implement bus routing and scheduling.
- \*(2) Assist in assigning drivers.
- \*(3) Recommend solutions to problems which develop in all areas pertaining to pupil transportation.
- \*(4) Coordinate bus stops and routing in accordance with District policies and neighborhood concerns.
- \*(5) Process and investigate complaints relating to pupil transportation.
- \*(6) Investigate reported violations of transportation policies.
- \*(7) Assist in the development of policy recommendations as related to pupil transportation.

## COORDINATOR -- ROUTE (Continued)

- \* (8) Compile pupil-related statistics which serve as basis for state reports, placing special emphasis on determination of eligible and ineligible pupils.
- \* (9) Measure mileage to determine two-mile boundary for schools.
- \* (10) Investigate and properly report school bus accidents.
- \* (11) Assist in the training of bus drivers.
- \* (12) Assist in the establishment and review of attendance zones.
- \* (13) Operate school bus to transport students, as assigned.
- \* (14) Supervise assigned personnel, conduct annual performance appraisals, and make appropriate employment recommendations.
- \* (15) Adhere to applicable safety standards.
- \* (16) Attend all staff meetings and workshops.
- \* (17) Assist with maintaining a clean and orderly environment.
- \* (18) Be knowledgeable of and adhere to Board policies and departmental procedures.
- \* (19) Communicate effectively with the public, staff members, parents, students, administrators and other contact persons using tact and good judgment.
- \* (20) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- \* (21) Demonstrate initiative in the performance of assigned responsibilities.
- \* (22) Demonstrate support for the school district and its goals and priorities.
- \* (23) Exhibit interpersonal skills as an effective team member.
- \* (24) Follow attendance, punctuality and proper dress rules.
- \* (25) Maintain confidentiality regarding school/workplace matters.
- \* (26) Maintain expertise in assigned areas.
- \* (27) Manage time efficiently.
- \* (28) Model and maintain high ethical standards.
- \* (29) Participate in cross-training activities as required.
- \* (30) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- \* (31) Prepare all required reports and maintain updated and accurate records.
- \* (32) Represent the District in a positive and professional manner.
- \* (33) Respond to inquiries and concerns in a timely manner.
- (34) Perform other duties as assigned.

*\*Essential Performance Responsibilities*

### **PHYSICAL REQUIREMENTS:**

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

### **TERMS OF EMPLOYMENT:**

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

**COORDINATOR -- ROUTE (Continued)**

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Addendum No. 01**

Adopted 10/19/10