

Jordan School District  
**CLASSIFIED JOB DESCRIPTION**

Job Title: <b>Transportation Route Coordinator (X20)</b>	Job Family: 11
Department: Transportation	Lane Placement: 12
Supervisor's Title: Director of Transportation	Contract: 245 Days
FLSA Classification: <u>Non-Exempt</u>	Hours per Day: 8
Department Approval: <u><i>Hub Jensen</i></u>	Date: <u>7-1-15</u>
ADA Review: <u><i>Jenele Masten</i></u>	Date: <u>7-2-15</u>
Human Resource Approval: <u><i>Burke</i></u>	Date: <u>7-1-15</u>
Superintendent Approval: <u><i>[Signature]</i></u>	Date: <u>7/7/15</u>
Original date: <u>12/90</u> Revised: <u>06/93</u> Revised: <u>01/07</u> Revised: <u>07/08</u>	
Revised: <u>10/12</u> Revised: <u>07/15</u>	

**GENERAL FUNCTION**

Under the supervision of the Director of Transportation, the **Transportation 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.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

**ESSENTIAL FUNCTIONS**

- Oversee the design of bus routes utilizing automated and/or other routing techniques and tools. Answer and resolve complex issues related to transportation of students.
- Develop time schedules for drivers and routes based on number of trips, route length, number of stops, and appropriate school start/end times.
- Analyze and review bus routes and operations through automated simulation and/or field observation including boundary changes, student population and school enrollment and program trends and initiates appropriate changes.
- Ensure all routes are covered daily (e.g. driver substitutes and replacements for out-of-service buses).
- Perform bus accident investigations and respond to emergencies.
- Forecast resource requirements for manpower, vehicles and equipment.
- Maintain, analyze and review operational cost data with the Director of Transportation.
- Assist the Director in managing elements of the Human Resource program including interviewing, performance issues and assign personnel based on department need. Evaluate employee performance and is an authorized evaluator under the Jordan Classified Evaluation System.
- Instruct and evaluate new/current drivers, attendants and office personnel to ensure compliance with department policies and procedures.
- Resolve problems and issues with District patrons, department and District staff.
- Study, analyze and update State reports.
- Respond to any type of school bus or other District vehicle emergency, even during irregular working hours.
- Conduct department and individual training on various subjects as directed.
- May perform one or more of the following specific duties as assigned (e.g. review Individual Education Plans with District staff for accuracy and compliance; maintain budgets; process employee timesheets; participate in department committee's as assigned; assist with mapping program maintenance and updates; maintain current student health data; maintain and track safety equipment; participate in driver bid and contract process; etc.)
- Incumbent may act on behalf of the Director of Transportation, if necessary.
- Occasionally drive or ride on a bus or assigned District vehicle.
- This position requires punctual and regular daily attendance.

**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 incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

### **QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal background check.
- Will be subject to pre-hire and random drug testing.

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 machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

#### **Minimum Job Qualifications:**

- Requires High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- Requires an Associate's degree in business or related field PLUS four years of prior job related work experience with demonstrated competence or an equivalent combination of education and experience.
- Requires two years of successful experience driving a bus with all ages of children.
- Requires one year of successful supervisory experience.
- Class B Commercial Driver License with endorsements preferred.
- Certification as a District level instructor preferred.
- Must maintain DOT Commercial Driver Fitness Form.
- Requires bi-annual completion of the Utah State Office of Education Physical Performance Assessment standards for Utah School Bus Drivers.
- 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, etc.).
- Requires significant interpersonal skills to mediate when problems occur, to give directions to and work with drivers, parents, school administrators, staff 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.
- Must be self-motivated and proactive in completing tasks with minimal direction.

**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.**

#### **Machines, Tools & Equipment Used:**

- Standard office machines and equipment.
- School bus, mechanical tools and safety equipment.

#### **Physical Requirements – Not limited to the following:**

- Frequent continuous sitting (up to 3 hours at a time), eye/hand coordination and operating of foot controls without visualizing.
- Occasional lifting from floor to waist and carrying of 50 pounds, pulling/dragging up to 125 pounds, kneeling in awkward positions and ascending/descending bus stairs.
- Constant near visual acuity, far visual acuity, color vision and hearing.
- Requires ability to deal with stressful situations resulting from constant changes and numerous deadlines.

- Occasional (0-33%)    Frequent (34-66%)    Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, 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.**