

Anoka-Hennepin Independent School District #11
Job Description

Title: Transportation Route Coordinator
Department: Transportation
Reports to: Director of Transportation
Prepared Date: June 15, 2004

SUMMARY OF RESPONSIBILITIES

Coordinates school bus routing performed by contract personnel, for a subset of district student population, e.g., students with special needs, students who are assessed a fee for service, or students who ride without fees.

DUTIES AND RESPONSIBILITIES

- Prepares bus schedules indicating time of pickup and arrival. Determines number of stops, length of route, and runs per shift. Determines number of vehicles necessary to meet route demands.
- Confers with and advises city engineers, administrators and construction contractors regarding student transportation requirements for roads, turn lanes, crosswalks, signs, and traffic signals.
- Monitors changing traffic situations and adjusts current bus schedule, if necessary.
- Establishes emergency routes according to land topography and existing hazards.
- Responds to inquiries from parents, staff, and the general public regarding student bus route concerns.
- Develops and implements policies and procedures for data collection, manipulation and dissemination, including downloads, day care information, new students and dropped students.
- Notifies bus contractors, District staff, and public regarding all additions, deletions, and changes to school bus routes, student assignments, and schedules.
- Estimates costs of revised schedules, when route revisions proposed
- Develops and maintains database information used to provide statistical documentation for the state transportation report.
- Creates, updates, and maintains all transportation maps and digitized computer overlays of District roads, highways, and school boundaries.
- Defines, creates and implements the annual Day A. and Day B. public school kindergarten boundary divisions.
- Coordinates with bus contractor management, dispatchers and safety supervisors regarding District routing policies, standards, and procedures.
- Verifies safety, efficiency and economy of the routes by analyzing monthly load counts, and ensuring bus route combinations and schedules conform to maintain operation within District guidelines and overall allocations.
- Maintains current knowledge of state and federal laws, regulations and pending legislation regarding school bus transportation, standards for school bus construction, transportation of students with special needs, and related transportation issues.

- Trains Transportation Department and contract personnel on Edulog computerized routing software.
- Performs such other tasks and assumes such other responsibilities as the Director of Transportation may assign.

SUPERVISORY RESPONSIBILITIES

This position has no formal supervisory responsibilities, but may coordinate the daily work activities of clerical support staff.

EDUCATION and/or EXPERIENCE

Requires High School Diploma or equivalent.

Experience in school bus transportation or use of computerized routing systems desired.

CERTIFICATES, LICENSES, REGISTRATIONS

None.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of and experience with PC software, word processing, spreadsheets, and/or databases

Ability to maintain regular attendance, which includes completing an assigned day.

WORK ENVIRONMENT

Most work is performed in an office, and much of the work is performed on a computer and telephone. Driving to the bus company headquarters, or to other school district buildings is often required. Driving in an auto behind a school bus, to monitor the route effectiveness is also required at times.