



REVISED: 07/01/2024
Submitted: 06/25/2024

JOB TITLE:	COORDINATOR ROUTING
DIVISION	OPERATIONS
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	0
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES
Assists in coordinating all aspects of pupil transportation of the District including all District programs, which qualify students for transportation. Responsible for implementing an effective routing system for the District's student transportation plan and to safely transport students who qualify for school bus transportation. Responsible for implementation of an efficient transportation routing system and effective communication between schools, transportation staff, and families.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Assists in coordinating and supervising all aspects of pupil transportation to ensure safe and economical transportation of District students to and from school on a daily basis
Assists in developing, implementing, and updating District school bus route system
Assists in assigning routing system to ensure all scheduled bus routes are completed daily
Maintains compliance with Federal and State regulations and District policies and procedures
Assists in overseeing daily routing operations
Assists supervisor in coordinating the scheduling of school bus fleet for maintenance to ensure safe transportation for District students
Provides effective communication with parents, students, community organizations, news media, and district personnel
Collaborates with other departments across the District to resolve issues and identify mutually agreeable solutions to student transportation needs
Establishes and oversees efficiency, services, and safety targets for routes and driver
Regular, predictable performance is required for all performance responsibilities
This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments
Performs other duties as assigned by supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS
This work is conducted in an office, school-based, and outside setting. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions inside or outside of the work location. This position requires the following physical activities rarely (up to 25% of the workweek): balancing, climbing, and crouching. The following physical activities are required occasionally (up to 50% of the workweek): crawling, driving, kneeling, lifting up to 20 pounds, pushing up to 20 pounds, pulling up to 20 pounds, and standing. Hearing, reaching, talking, and walking are required frequently (up to 75% of the workweek). Feeling, grasping, repetitive motions, and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Two (2) years of experience in pupil transportation activities
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Knowledge of school system policies and procedures
Knowledge of federal, state and District Pupil Transportation guidelines
Ability to work with groups, agencies, and organizations concerned with District routing
Ability to develop and utilize computer data for transportation
Experience in a diverse workplace