

SCHOOL BUS ROUTE COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for assisting in the scheduling and timing of bus routes and drivers for a school district. Additionally, the incumbent maintains related transportation records and fills in as a substitute bus driver as needed. The work is performed under the general supervision of the Supervisor of Transportation in accordance with established policies and procedures. Supervision is exercised over Bus Drivers by observation and reports. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists in establishing bus routes and in preparing time schedules for buses for pupils in the school district;
Makes necessary arrangements for special and extra curricular trips;
Prepares records on mileage, number of patrons carried and number of stops made on each route;
Schedules and arranges various mandated driving courses for bus drivers;
Prepares and maintains payroll records for drivers;
Receives and responds to complaints concerning transportation services, making necessary changes;
May drive a bus in the absence of regular bus drivers;
Maintains records and reports related to the work;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the geography of the district;
Working knowledge of use and knowledge of microcomputers;
Ability to assist in planning and scheduling bus routes and time schedules;
Ability to prepare and maintain records and reports;
Ability to follow oral and written directions;
Ability to get along well with others;
Ability to drive a school bus;
Ability to plan and supervise the work of others in a manner conducive to good performance;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and either:

- A) One year of experience in the routing, scheduling or dispatching of buses; OR
- B) Two years of experience in the operation of a bus; OR
- C) An equivalent combination of training and experience as

defined by the limits of A) and B) above.

SPECIAL REQUIREMENT: Possession of the appropriate level motor vehicle operator license issued by the New York State Department of Motor Vehicles at time of appointment.