



JOB DESCRIPTION

Job Title Scheduler, Bus Route		Evaluation Type Non-Exempt	Department Transportation
Pay Grade 308	FLSA Non-Exempt	Date Revised August 2013	Supervisor Director, Transportation and Long Range Planning

BASIC FUNCTION & RESPONSIBILITY: Organize, coordinate, and schedule equipment and personnel in support of pupil transportation; manage dispatch communications, including responding to requests for information and maintain departmental database records.

CHARACTERISTIC DUTIES & RESPONSIBILITIES: The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

Support of Administrative, Fiscal and/or Facilities Functions:

- Schedule and organize employees and equipment in support of district routes and extracurricular activities, including coordination of special equipment as needed.
- Collaborate duties with support staff and campus personnel in the management of resources to address maintenance schedules, duty schedules, and special requests.
- Maintain and update database records for billing and logistics; coordinate with Accounting Specialist for accuracy.
- Maintain positive customer service support through communication with parents and campus personnel, and provide recommendations for and implementation of improvements in service delivery.
- Communicate with parents and campus staff to build collaboration for addressing and managing student discipline.
- Substitute for drivers and office staff as needed.
- Provide assistance to campuses/departments as requested.

Organization Improvement:

- Work collaboratively to improve programs.

Professional Growth and Development:

- Participate in professional development that increases effectiveness and improves District performance.

School/Community Relations:

- Interact positively with employees and the community to provide needed information and to promote the District in a favorable manner.

Organization Morale:

- Participate in team building activities and the decision-making process as appropriate.
- Communicate and collaborate with campus/department staff to enhance service delivery and customer satisfaction.

Other Responsibilities:

- Comply with policies established by federal and state law, including but not limited to State Board of Education and local Board policy.
- Perform other job-related duties as assigned.



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SUPERVISION EXERCISED: None.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of resource management and effective communication techniques; skill in negotiating service delivery, prioritizing responsibilities and projects, and multitasking.
- Knowledge of basic mathematics and statistics, office productivity suite (MS Office), electronic communications programs (Google Mail), and data entry.
- Knowledge in the operation and maintenance of commercial motor vehicles and all laws, regulations, and ordinances governing pupil transportation.
- Knowledge of pupil transportation emergency procedures.
- Skill in operating personal computer and maintaining database records.
- Skill in preparing, presenting, and reviewing verbal and written information and reports.
- Skill in operation and maintenance of commercial motor vehicles.
- Skill in student management techniques, including special needs students.
- Skill in directing and coordinating personnel in duty assignments.
- Ability to instruct others during an emergency.
- Ability to organize and prioritize work responsibilities.

ENTRY QUALIFICATIONS: High school diploma or equivalent and three years of related experience. Commercial driver license or commercial motor vehicle permit with P and S endorsements or ability to obtain a valid commercial driver license within three weeks of hire. No greater than 5 points on driving record at time of hire.

PHYSICAL & MENTAL DEMANDS:

- Operate a Class B motor vehicle occasionally, which requires frequent upper body movement, repetitive use of arms, hands, and fingers, including grasping, both firm and light.
- Operate door opener using body movement primarily on right side. Reach frequently to clean windshields, adjust mirrors, and open/close windows.
- Sit for extended periods of time.
- Stoop, bend, twist, turn, push, pull and climb (bus steps) frequently.
- Lift and carry up to 100 lbs. from floor to chest and overhead.
- Lift, carry, and push up to 180 lbs. occasionally and in emergency situations to drag or lift injured students to evacuate bus.
- Maintain emotional control under stress.



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ENVIRONMENTAL FACTORS:

- Work is normally performed in a typical interior/office work environment, but may include exposure to driving a motor vehicle or school bus during adverse weather and traffic conditions and under extreme temperatures.
- Work involves exposure to vehicle exhaust, fumes, odors, poor ventilation, and excessive loud noise.
- Work involves working around and with machinery having moving parts.
- Work involves some exposure to hazards or physical risks, which require following basic safety precautions.
- Work involves exposure to abusive or uncooperative students.
- Continual interpersonal interactions within an educational environment.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Name (printed): _____

Employee Signature: _____ Date: _____