

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 6426
Pay Grade: D13

FLSA: Non-Exempt

COORDINATOR,
TRANSPORTATION ROUTING & SCHEDULING

MAJOR FUNCTION:

Designs safe and efficient school bus routes that maximize the utilization of all human and vehicle assets, serves the needs of students, and satisfies the educational needs of the schools served. Meets with parents, school based administrators, and drivers to coordinate and resolve issues related to school bus routing and scheduling. Plays a key role in collecting, aggregating and reporting Florida Educational Finance Plan (FEFP) data related to student transportation. Duties are performed under the general supervision of the Manager, Transportation Area and incumbents are afforded some level of independence.

DUTIES AND RESPONSIBILITIES:

- Designs, develops, plans and implements safe, efficient school bus routes utilizing the EDULOG.*nt* (or equivalent) computer assisted routing system, in accordance with:
 - a. Sound routing and scheduling concepts and principals.
 - b. All federal, state and local laws and ordinances.
 - c. All state and local school board rules.
 - d. School starting and ending schedules and budgetary constraints established by the Board.
- Completes and maintains required records within all areas of responsibility including, but not limited to: student surveys, route sheets, and route/stop change documentation. Ensures privacy and confidentiality statutes are followed in the process.
- Monitors and analyzes arrival, layover and departure times of buses; student load data; and other related information (e.g., operator input) to implement routing and scheduling adjustments that ensure the safety and efficiency of the transportation system.
- Coordinates stop and route change notifications with operators, area supervision, schools, parents and students to ensure successful implementation.
- Assists the Manager, Transportation Area in the resolution of issues/problems related to routes, schedules and school bus stops.
- Works with the Information Technology Specialist to resolve system problems or limitations that impede the ability to route and schedule effectively.
- Works with safety personnel, compound staff, and local law enforcement to ensure optimum student safety.
- Performs other duties as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a GED, plus five (5) years satisfactory experience in a fleet transportation operation. Must be able to demonstrate the ability to read and interpret rules, regulations, and laws. Must be able to demonstrate skills in oral and written communications. Must have the ability to use generally accepted office computer applications (e.g., Microsoft Office Programs). Must possess a valid State of Florida Class E non-commercial driver's license.

PREFERRED:

Associates or Bachelor's degree in transportation, business, public administration or related field. One or more years experience in a school bus transportation organization within a school district or contractor operation. Familiarity and experience with computer assisted routing and scheduling software generally used in school transportation.

ISSUED: 12/13/04; BOARD APPROVED: 2/22/05

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification, and they are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

COORDINATOR, TRANSPORTATION ROUTING & SCHEDULING

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time		X			
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending			X		
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van		X			
27. Other physical, mental or visual ability required by the job	X				

Coordinator, Transportation Routing & Scheduling - PESPA