

Anoka-Hennepin Independent School District #11

Job Description

Title: Transportation Route Coordinator
Department: Transportation
Reports to: Director of Transportation
Prepared Date: April 18, 2024

SUMMARY OF RESPONSIBILITIES

The Transportation Route Coordinator, under direction of the Transportation Director, is responsible for scheduling, planning, organizing, and executing transportation services with schools and bus contractors by maintaining safe and efficient transportation for all students transported by the district. This position strives to meet transportation requirements, guaranteeing compliance with Federal, State, and local laws, while also working within the district's policies and guidelines. The person will continuously monitor outcomes and ensure compliance with the district's service and safety expectations which align with the district mission, **"to effectively educate each of our students for success."** This individual performs responsibilities in a manner which builds and maintains working relationships with all stakeholders.

DUTIES AND RESPONSIBILITIES

- Develops and maintains bus schedules transporting eligible public, non-public, charter, homeless/highly mobile, treatment, foster care, early childhood, summer school, and activities of students, both in and outside the district, along with those who attend various other specialty program sites.
- Supervises routes servicing specific geographic/programmatic areas of the district and assists in all others.
- Responds to problems on routes, and serves as a liaison between the school staff, administrators, contractors, and parents regarding transportation needs.
- Uses various data systems to review students with special transportation needs to provide proper services in a timely manner.
- Monitors and reports changes in ridership using monthly load count information.
- Maintains schedule variations in route service based on program calendars.
- Develops and maintain databases of information used to provide statistical documentation for district and state transportation reports.
- Maintains the student routing software as needed to provide accurate information for routing and reporting.
- Assigns students to bus stops, determines proper stop sequencing, determines the number of routes needed for each site/program, and establishes route combinations for the most efficient use of all vehicles.
- Assists in the ongoing management and evaluation of the Transportation Services program, participates in continuous improvement initiatives, and serves as a member of the Transportation Safety Committee.
- Assists with the verification of monthly route invoicing and in the auditing of bus contractors to ensure compliance with district policies and procedures.
- Assists in the setup and coordination of school bus and type III service contracts.
- Fields concerns/questions from staff and the public relative to routing as well as any questions related to the department's technological applications, or overall operations, and takes corrective action to the problem(s) as necessary.

- Collaborates on data management systems that track all bus route data necessary for the annual transportation report, along with records related to route operations, student discipline, and special transportation requests.
- Works with school administration and designated staff on student management related issues, investigates problems of student discipline, property damage, complaints, and overloads; and implements immediate solutions.
- Performs other tasks and assumes such responsibilities as the Director of Transportation may assign.

WORK ENVIRONMENT

It is the vision of the Anoka-Hennepin School District to be a public school system of excellence, with high quality staff and programs and successful graduates. As a Transportation Route Coordinator, the individual will primarily work on-site, indoors, in an office environment, mainly on a computer and telephone.

Minimum Qualifications:

- Requires High school diploma or equivalent.
- Knowledge of school bus routing, operations, dispatching and how school transportation systems work.
- Ability to analyze data and make necessary changes to improve effectiveness and/or efficiency.
- Excellent oral and written communication and customer service skills.
- Accuracy and attention to detail; flexibility; ability/desire to work cooperatively, ability to handle conflict and manage multiple responsibilities in highly stressful situations.
- Knowledge of and experience with PC software, word processing, spreadsheets, and complex databases.
- Excellent time management and organizational/planning skills, with the ability to meet deadlines.
- Enthusiastic, adapts well to different situations, dependable, ability to work in a self-directed manner with diverse groups of families, colleagues, and community partners.
- Reliable transportation, ability to maintain regular attendance, which includes completing an assigned day.

Preferred Qualifications:

- Two years of experience in school bus route development, implementation, and coordination; or three years of experience involving dispatching, scheduling, and coordination of school buses in a fleet operation; or similarly related education and work experience.
- Advanced degree (e.g. Associates, Bachelors).
- Previous school district or contracted school bus operations experience.
- Previous supervisory experience.
- Knowledge of school bus transportation laws and regulations.
- Knowledge of computerized routing software systems, including all set ups, routing sequencing, bus utilization, student load parameters, timing of bus routes relative to school start/end times, safe stop locations, and student data management.
- Experience with Tyler Technologies' Versatrans computerized routing system along with various GPS vehicle-tracking systems.

The duties and qualifications of this position may change from time to time. Anoka-Hennepin Schools reserves the right to add or delete duties and responsibilities at their discretion. The job description is intended to describe the general level of work being performed. It is not intended to be all-inclusive.