

**Warrenton-Hammond School District
Job Description**

Job Title: Bus Coordinator
Reports To: Director of Transportation

JOB SUMMARY

This position performs safe and efficient school bus route planning and scheduling for regular and/or special education student transportation to and from school and school events; may function as special education transportation liaison and coordinate transportation needs and information between parents/guardians and the District. This position dispatches vehicles and school bus drivers transporting District students for assigned routes, excursions and field trips. May drive school busses on a relief basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Follows and maintains knowledge of all District policy(ies) and procedures.
2. Maintains thorough working knowledge of all laws, procedures and regulations governing school bus drivers and student transportation.
3. Operates a two-way radio to dispatch drivers and vehicles on all routes, including regular school bus drivers, and special education drivers. Assure that all school bus routes have buses and drivers assigned.
4. Stays in communication with all bus drivers by means of two-way radio equipment and contacts drivers to receive or provide information and assists with situations such as equipment breakdowns, road hazards, accidents, student locations, route changes or emergencies; notifies schools of late buses or buses involved in emergency situations.
5. Assures that all routes are covered and assigns spare drivers to fill in when necessary. Assigns spare drivers for absent regular drivers or assigns drivers to cover trips; maintains equity in assignment of drivers and minimizes overtime. Assigns buses to drivers when regular buses are out of service.
6. Prepares and updates lists and activity reports on a computer.
7. Works in cooperation and close communication with other District Dispatchers.
8. Assures that drivers are provided with route sheets, maps, and any other items necessary for completing their assignments. Reviews the proper routes with spare bus drivers.
9. Provides information and assistance to staff, schools and the public on routing situations; reviews and evaluates situations and recommends solutions. Uses specialized routing computer system to assist with dispatch activities and to follow-upon questions and problem situations.
10. Assists and trains others on how to operate the dispatching system, including appropriate policies and procedures.
11. Coordinates and implements regular and/or special education school bus routing; creates routing solutions for the safe and efficient transport of students; corrects and updates time schedules & maps.
12. Plans and coordinates regular education bus routes between homes and school; adjusts routes in response to changing curriculum needs and other situations impacting transportation routes.
13. Plans and coordinates special education bus routes between homes and schools; frequently modifies and adjusts routes to meet a variety of student needs; adjusts routes and notifies drivers and parents of changes in transportation needs of student.
14. May function as liaison and information link between parents, the District's schools, drivers, and the department to ensure the safe and efficient transportation for special education students, including evaluating needs and requirements, explaining policies and procedures; and ensuring that accurate information is communicated to all involved parties.

15. Enters routing and student data into computerized transportation routing system; monitors, updates and ensures the accuracy of all system data; monitors, runs and ensures accuracy of regular and special reports.
16. Enters, monitors and updates the personal files and special needs of all transported special education students; updates and monitors driver assignments, bus assignments, log books and route cards; recommends equipment requirements for special education students.
17. Participates in the training and orientation of regular and special education school bus drivers; assists and trains others on computerized routing system.
18. Provides information and assistance to staff, schools and the public on regular, special education and kindergarten routing issues, assists with the evaluation and resolution of complaints and issues.
19. Assists in the preparation and execution of route bid processes.
20. Fills out appropriate log(s), forms and paperwork, as required.
21. Completes all required reports on a timely basis.
22. Reconciles monthly timecards to the dispatch book records.
23. Interacts thoughtfully and courteously with students, staff and parents and resolves conflict in a professional manner.
24. Reports safety, sanitary and fire hazards immediately to supervisor.
25. Maintains appropriate certifications and training hours as required.
26. Attends work regularly and is punctual.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attends staff meetings.
2. Attends in-service trainings.
3. Substitutes for other drivers, as needed.

SUPERVISORY RESPONSIBILITIES

This position does not supervise, but may provide guidance to and participate in the training of new and current employees. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** High school diploma, or G.E.D. and three years experience operating a school bus and/or participating in route planning and dispatching; experience in computerized school bus routing and problem solving is preferred. A background in and/or special education experience may be preferred for some positions.
- **Interpersonal Skills:** Demonstrated ability to remain calm and professional in an environment with frequent interruptions. Ability to interact with a diverse group of individuals in a courteous and tactful manner, and establish and maintain effective working relationships. Ability to handle problems and stressful situations tactfully and apply pro-active problem solving skills.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to respond to common inquiries or complaints from students, parents or staff. Ability

to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports.

- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to perform these operations using units of American money and weight measurement and distance.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Computer Skills:** General knowledge of computer usage and ability to use email. Ability to learn to use routing computer system to obtain student transportation information as needed.
- **Other Skills and Abilities:** Ability to learn appropriate dispatching policies and practices within a reasonable amount of time. Ability to become familiar with District streets and roads, read maps, and learn about transportation equipment and student needs. Ability to appropriately communicate with students, teachers, parents and members of the community. Ability to exercise good judgment while working in a dynamic environment. Ability to work evenings or weekends as required.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District including a valid Oregon Class B Commercial Driver's License (CDL) w/ passenger endorsement and school bus endorsement, State School Bus Driver's certificates/licenses, airbrake certificate, a good driving record and the ability to obtain a valid First Aid/CPR card.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is frequently required to stand and stoop, kneel, crouch or crawl and climb stairs. The employee must regularly lift and/or move up to 25 pounds

WORK ENVIRONMENT

Work is generally performed in an administrative office, requiring the frequent use of communication equipment and computers. Assignments may include riding on or driving buses and operating wheel chair lifts and securing car seats.

OTHER

<p>Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.</p>
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I have read and understand this job description.

Signature:

Date:

Bus Coordinator

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