

**BEMIDJIE AREA SCHOOLS  
POSITION JOB DESCRIPTION**

ORIGINATION DATE           /98

LAST REVISION DATE 01/93

BAND & GRADE A-1-2-2

POSITION TITLE Transportation Secretary/ Route Scheduler

IMMEDIATE SUPERVISOR Director of Transportation

*Randy Decker*  
SUPERVISOR

*Jessie Bursell*  
EMPLOYEE

**Job Summary (Basic Purpose of Position)**

Determine and assign proper bus routing for students in District #31 to insure their safe and efficient arrival to and from school. Create, update, and maintain the District's computer routing system. Assist in the daily operation of the Transportation Department.

Note: The signature of the supervisor and employee indicates they have read this job description and agree with its contents

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job function	BAND/ GRADE	% OF TIME D,W	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
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<p>1.00 CREATE, UPDATE, AND MAINTAIN COMPUTERIZED BUSING/MAPPING SYSTEM, OFFICE ROUTE BOOKS, AND DRIVER'S FOLDERS.</p> <p>A. Input new or changed student data as received, always reflecting current busing information.</p> <p>B. Travel to new roads within District #31 or to unlocated student address to calculate distance, find student location, and to plot addresses for entry into digitized mapping system. Create, update, and maintain computer overlay maps of District roads, highways, and school boundaries.</p> <p>C. Before fall school opening, run new route sheets for each bus route, file in driver's route folders. Run reports periodically as changes occur.</p>	<p>A</p> <p>A2</p> <p>A2</p>	<p>D 20%</p> <p>M 2%</p> <p>A 20%</p>		<p>Knowledge of:</p> <ol style="list-style-type: none"> <li>District Layout</li> <li>School Bus Routes</li> <li>Transportation operation procedures</li> <li>Telephone procedures</li> <li>Two-way radio communications</li> <li>Computer hardware and software</li> <li>Office Equipment</li> </ol> <p>Ability to:</p> <ol style="list-style-type: none"> <li>Deal with route/student/driver problems promptly</li> <li>Communicate clearly with drivers, parents, ofther staff members</li> <li>Organize work</li> <li>Work under pressure</li> <li>Plan</li> </ol>	<p>1.00 A. Student screens in computer bus system for viewing and reports run remain accurate and current.</p> <p>B. Roads and addresses within the Dist are accurate for viewing on computer map system. Student addresses are draw and located. Roads are drawn correctl and speed limits are accurate.</p> <p>C. Drivers have a current route sheet indicating student name, address, pickup time, dropoff time, etc.</p>

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<p>D. Compile and maintain office route books.</p> <p>E. Work with drivers on route changes: adjusting times, moving stop locations, directional changes in driving.</p>	<p>A</p> <p>B</p>	<p>W 10%</p> <p>D 5%</p>		<p>Skills:</p> <ol style="list-style-type: none"> <li>1. Operate computer</li> <li>2. Operate calculator</li> <li>3. Operate copy machine</li> <li>4. Operate 2-way radio</li> <li>5. Typing 85 wpm</li> <li>6. 10-key by touch</li> </ol>	<p>D. Route book is maintained and updated regularly to reflect new students and changes to routes.</p> <p>E. Changes are made in computer bus system per drivers input to keep routes accurate and time and mile efficient. Students are picked up and dropped off safely and efficiently.</p>

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<p>2.00 DETERMINE AND ASSIGN SAFE AND EFFICIENT BUS ROUTING FOR STUDENTS IN SCHOOL DISTRICT #31.</p> <p>2.01 General Routing Details for student address changes received from schools or by parental phone call.</p> <p>A. Change bus routes as required after determination of student location. Adjust route times to add new pickup/ dropoff addresses.</p> <p>B. Notify elementary schools of busing changes to insure student getting on proper PM bus route.</p> <p>C. Communicate new busing information to parents or guardians.</p> <p>D. Communicate new student pickup/ dropoff information to proper bus drivers.</p> <p>E. Input address change for student and new busing information into computer/mapping system.</p>	<p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p>	<p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p>	<p>7%</p> <p>2%</p> <p>4%</p> <p>2%</p> <p>2%</p>		<p>2.01 A. Bus routes are changed to indicate new pickup/dropoff locations, remaining time and mile efficient.</p> <p>B. Schools have available the proper bus assignments for all students to home or daycare.</p> <p>C. Parents are made aware of proper AM and PM bus times and route numbers.</p> <p>D. Drivers are kept current of new students on their routes and location of students to insure no child is missed</p> <p>E. Computer busing/mapping system which generates driver's route directions is kept current and accurate.</p>

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<p>2.02 Bus routing for students effected by grade rollovers and new summer registrations: K to 1st grade, 5th to Middle School, 8th into H/S.</p> <p>A-E. Steps listed in 2.01 (General Routing Details)</p> <p>F. Determine proper elementary school for kindergartners going into 1st grade.</p> <p>G. Change grades, schools, and bus information in computer bus/mapping system.</p> <p>H. Run student listing report reflecting new busing information and distribute to effected schools.</p> <p>2.03 Prepare new kindergarten registrations for fall school opening.</p> <p>A-E. Steps listed in 2.01 (General Routing Details)</p> <p>F. Assist with preparation of kindergarten letters to parents.</p> <p>G. Assist in preparation of name tags for kindergartners.</p>	<p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p>	<p></p> <p>15%</p> <p>5%</p> <p>15%</p> <p>3%</p> <p></p> <p>15%</p> <p>7%</p> <p>3%</p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p>	<p>2.02 A-E. Listed in 1.01</p> <p>F. Kindergartners are moved into proper home school area.</p> <p>G. Computer bus/mapping system is changed to reflect updated and current information for upcoming school year.</p> <p>H. Schools have available current busing information for all students.</p> <p>2.03 A-E. Listed in 1.01</p> <p>F. Letters explaining animal buses, transfers, bus routes and times are mailed to parents before school opening</p> <p>G. Information tags for kindergartners are prepared and ready before orientati to reflect AM Bus #, PM Bus #, Daycare Information, Animal of Transfer Bus, Student name, home address, phone.</p>

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H. Record daycare information from phone calls and change busing to that location in computer.	A	A 3%			H. Daycare information is recorded for easy retrieval.
I. Notify drivers of student daycare locations.	A	A 2%			I. Drivers are notified regarding proper pickup/dropoff daycare location.
J. Notify Paul Bunyan Center of parental phone call and daycare information so child can be placed on correct PM bus and new visible name tag can be made.	A	A 2%			J. Child is wearing proper ID tag indicating dropoff location and driver is aware of location to drop them safely at.
K. Run student listing report for all "animal" bus drivers.	A	A 2%			K. Drivers receive listing of all new kindergarten students allowing them to contact parents before the start of the school year.
L. Run student listing with current busing information for Paul Bunyan Center.	A	A 2%			L. Kindergarten Center has current information available to them insuring that each child will be put on the proper PM bus for safe arrival home.

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<p>3.00 ASSIST IN THE DAILY OPERATION OF THE TRANSPORTATION DEPARTMENT.</p> <p>3.01 Answer department phones, direct calls to appropriate individuals, record parent complaints, accept student address changes, daycare info.</p> <p>3.02 Assist in recording special trips, activities, and vans.</p> <p>3.03 Record stop arm violations as they come in over two-way radio, report immediately to police dept.</p> <p>3.04 Assist in registration of new students to District #31.</p>	<p>A</p> <p>A</p> <p>A</p> <p>A</p>	<p>D 17%</p> <p>D 1%</p> <p>D 1%</p> <p>D 4%</p>			<p>3.01 Calls are route correctly and promptly, messages taken accurately. Parent complaint calls are recorded on proper form and distributed to the director. Student computer files are updated with address change or daycare information.</p> <p>3.02 All information was recorded correctly to further facilitate final arrangements.</p> <p>3.03 Proper form is completed and filed Information is verbally delivered to the police dept. over the phone.</p> <p>3.04 Proper forms are completed necessary for the registration of new students. Parents are informed of home school are for their address and are given information.</p>

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<p>4.00 PREPARE AND UPDATE VEHICLE MAINTENANCE RECORDS.</p> <p>4.01 Schedule vehicles and process work orders for District 31 vehicles, reporting gas and maintenance charges to other departments, fuel usage on site and with credit cards.</p> <p>A. Assign appointments for buses and other transportation vehicles for maintenance with shop, file repair forms, record priority maintenance items on bus forms, log inventory.</p> <p>B. Compile information from database to calculate and submit monthly reports for fuel usage and maintenance of vehicles assigned to other depts.</p> <p>C. Call for quotes and order fuel for Transportation Vehicles.</p> <p>D. Compile/compare charged credit card fuel receipts for accuracy by district employees with monthly fuel credit card statements. Submit to district office for payment.</p> <p>E. Prepare summer bus maintenance forms for State Inspections.</p> <p>F. Submit for insurance or direct pmt. all glass breakage claims involving vehicles assigned to Transportation</p>	<p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p>	<p></p> <p>D 7%</p> <p>N 5%</p> <p>W 1%</p> <p>M 4%</p> <p>A 4%</p> <p>W 2%</p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p></p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p></p>	<p>4.01 A. All vehicles receive proper and timely maintenance. Repair forms are filed.</p> <p>B. Charges for fuel and maintenance of vehicles is submitted in report format to each dept. and district office.</p> <p>C. Fuel supply is constantly maintained the lowest price available.</p> <p>D. Receipts are checked to insure no unnecessary charges are incurred by the school district. Vendors receive payment for monthly charges.</p> <p>E. Forms are ready for mechanics to perform summer bus maintenance required before state inspections.</p> <p>F. Vendors receive payment for work performed.</p>

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<p>5.00 Two Way Radio Communication Primary P.M. Dispatch</p> <p>A. Communicate pertinent information to drivers regarding students on their bus routes involving last minute pickup/dropoff locations differing from normal routine.</p> <p>B. Contact parents or guardian at driver's request to obtain dropoff approval when no adult is present or to inquire about an alternate site for care.</p> <p>C. Communicate general messages/ stop-arm violations, etc.</p>	<p>A3</p> <p>A</p> <p>A</p>	<p>D 10%</p> <p>D 4%</p> <p>D 8%</p>			<p>A. Children are safely picked up and delivered to proper location.</p> <p>B. Home location is contacted for safe dropoff approval and location. Information is transmitted to driver and child is transported to site where supervised care can be provided.</p> <p>C. Drivers calls on two way radio are answered clearly and promptly.</p>

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<p>6.00 PROVIDE AFTER HOURS EMERGENCY ASSISTANCE AS NECESSARY</p> <p>6.01 Provide safe and supervised temporary care at Transportation Office of students whose dropoff location is unknown or where a driver feels an unsafe condition exists. Remain with child until a parent or guardian is contacted and pickup of child is arranged.</p> <p>7.00 PERFORM OTHER JOB RELATED DUTIES AS ASSIGNED BY SUPERVISOR.</p>	<p>A</p>	<p>W 2%</p> <p>D 4%</p>			<p>6.01 Child is safely supervised until picked up at Transportation Office. After hours problems are handled promptly and efficiently.</p> <p>7.00 Other duties were performed as requested.</p>