

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

ORIGINATION DATE: 1993
 LAST REVISION DATE: March 2017
 BAND & GRADE: A-1-2-2

POSITION TITLE Transportation Secretary / Route Scheduler

IMMEDIATE SUPERVISOR Coordinator of Transportation

Job Summary (Basic Purpose of Position)

Identify and assign bus stops and routing for students of Bemidji Area Schools ISD#31 in accordance with statutes and District policy to ensure their safe and efficient transportation to and from school. Update and maintain the district's computer routing system. Assist in the daily operations of the Transportation Department.

SUPERVISOR

EMPLOYEE

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?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
1.00 UPDATE AND MAINTAIN COMPUTERIZED ROUTING SYSTEM AND DRIVER ROUTE BOOKS. 1.01 Input new or changed student data as received, always reflecting current busing information. 1.02 Conduct comparison of data in computer routing system to data in student information system (SKYWARD). 1.03 Update and maintain computer overlay maps of District roads and school boundaries. 1.04 Before fall school opening, run new route sheets for each bus route and file in drivers route books.	A A2 A2 A	D 20% D 20% M 2% A 20%		Knowledge of: 1. Transportation policies and procedures. 2. District policies and procedures. 3. Transportation laws, regulations and policies. 4. District streets, roads and highways. 5. Maps and plats. 6. Bus routes and stops. 7. Two-way radio communication. 8. Building and District Crisis Management plan(s). 9. Student management	1.01 Student screens in computer bus system for viewing and reports run remain accurate and current. 1.02 Data in both systems is accurate. 1.03 Roads and addresses within the District are accurate for viewing on computer map system. Student addresses are drawn and located. Roads are drawn correctly and speed limits are accurate.

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1.05 Compile and maintain driver route books and prepare updates as changes occur.	B	W 10%		system/software.	1.04 Drivers have a current route sheet indicating student name, address, pickup time, drop off time, etc.
1.06 Work with drivers on route changes		D 5%		10. Applicable state/federal rules and regulations.	
2.00 DETERMINE AND ASSIGN SAFE AND EFFICIENT BUS ROUTING FOR STUDENTS				11. Community and student concerns.	1.05 Route books are is maintained and updated regularly to reflect new students and changes to routes.
2.01 Change bus routes as required after determination of student location.	A	D 7%		12. Computer technology.	1.06 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.
2.02 Communicate new busing information to parents and guardians.		D 2%		13. Composition of letters and reports.	
2.03 Communicate new student pickup/drop off information to proper bus drivers.	A	D 4%		14. Past practices and location of historical information.	2.01 Bus routes are changed to indicate new pickup/drop off locations, remaining time and mile efficient.
2.04 Input address change for student and new busing information into computer routing system.	A	D 2%		15. Records retention requirements.	2.02 Parents are made aware of proper AM and PM bus times and route numbers.
3.00 ASSIST IN THE DAILY OPERATIONS OF THE TRANSPORTATION DEPARTMENT.				16. Correct grammar usage, spelling and punctuation.	2.03 Drivers are kept current of new students on their routes and location of students to insure no child is missed.
3.01 Answer department phones, direct calls to appropriate individuals, record parent complaints, accept student address changes, daycare info.	A	D 17%		17. Proper telephone etiquette.	2.04 Computer routing system, which generates driver's route directions, is kept current and accurate.
3.02 Record stop arm violations as they come in over two-way radio and report immediately to law enforcement.	A	D 1%		18. Office routines.	3.01 Calls are routed 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.
				19. Recordkeeping.	
				20. Form usage.	
				21. Database program and trouble-shooting technical difficulties.	
				Ability to:	
				1. Communicate effectively	
				2. Work cooperatively.	
				3. Plan and organize.	
				4. Manage time.	
				5. Make decisions.	
				6. Mediate differences.	
				7. Instruct.	
				8. Establish positive relationships.	
				9. Perform under stressful situations and with frequent interruptions.	
				10. Resolve problems.	

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3.03 Compose and/or edit and type correspondence for the Transportation Coordinator.	A	D 10%		11. Meet deadlines.	3.02 Proper form is completed and filed. Information is verbally delivered law enforcement over the phone.
3.04 Prepare and sort mail.	A			12. Maintain confidentiality.	
3.05 Filing documents.	A	D 4%		13. Operate and maintain office machines.	3.03 Documents were prepared accurately and in a timely manner.
3.06 Maintain a neat and orderly office.	A			14. Demonstrate consistent and reliable attendance.	3.04 Mail was prepared and sorted correctly.
3.07 Operate all office machines; such as a calculator, copy machine, computer, two way radio and telephone.	A				3.05 Documents were filed accurately.
3.08 Maintain required records and reports as directed by the Transportation Coordinator.	A	D 8%			3.06 Office is neat and orderly.
3.09 Communicate with students, parents/guardians, patrons and public.	A				3.07 Office equipment is in good working order.
3.10 Utilization of telephone: 1) Receive and direct calls. 2) Determine who should receive the call and when to deliver the message. 3) Route calls to other offices in the district as needed.	A	D 4%			3.08 Records and reports were maintained as directed.
4.00 TWO-WAY RADIO COMMUNICATION PRIMARY P.M. DISPATCH					3.09 Accurate information was provided to patrons, staff and students.
4.01 Communicate pertinent information to drivers regarding students on their bus routes involving last minute pickup/drop off locations differing from normal routine.	A				3.10 Calls were screened and referred to appropriate staff.
4.02 Contact parents or guardian at driver's request	A				4.01 Children are safely picked up and delivered to proper location.
					4.02 Home location is contacted for safe

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<p>to obtain drop off approval when no adult is present or to inquire about an alternate site for care.</p> <p>4.03 Communicate general messages / stop-arm violations, etc.</p> <p>5.00 OTHER.</p> <p>5.01 Performs other duties as assigned by designated supervisory staff</p>	<p>A</p>				<p>drop off approval and location. Information is transmitted to driver and child is transported to site where supervised care can be provided.</p> <p>4.03 Drivers call on two-way radio are answered clearly and promptly.</p> <p>5.01 Other duties were performed as requested.</p>
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