

Job Description: Routing Coordinator



Position Title:

Routing Coordinator

FLSA Status:

Non-Exempt

Salary Grade:

SG15

Pay Grade:

Our Mission:

Our mission is to bring the best of public education to our community by providing innovation and choice within a continuous preschool through a post-secondary curriculum so that each child recognizes the benefits of lifelong learning, constructive citizenship, and personal happiness.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed represent the knowledge, skill, and ability required. Reasonable accommodations may enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work performed by the employee assigned. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when the duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessities.

Custom Job Purpose:

This position exists to perform technical and specialized duties to assist in developing and operating a school bus transportation system.

Essential Functions of this Job

Assists identifying school bus routing needs and developing or adjusting routes and stops based on those needs. Assists in maintaining an automated routing system that includes the assignment, billing, and confirmation of all field trips within the district. Assists entering and verifying payroll information for all drivers and attendants assigned to their area.

Works with school personnel, parents, and community members to identify bus route and stop needs. Assists in maintaining an automated school bus transportation system. Assists in keeping maps current necessary for spot mapping and routing purposes.

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Assists in compiling and maintaining pupil transportation statistics needed for state-mandated and other required documents, including preparing Florida Education Finance Program (FEFP) reports. Assists in reviewing and adjusting school attendance zones as they relate to transportation.

Non-Essential Functions of this Job

Performs other duties as assigned.

Knowledge, Skills, and Abilities:

Considerable knowledge of a computerized routing system. Proficient in using multiple computer programs such as Microsoft Word, Excel, and Access. Also skilled in a student information database as well as a payroll system. Ability to evaluate bus routes to determine the safest and most economical manner to achieve routing goals. Knowledge of mathematics. Ability to express ideas clearly, orally, and in writing. Bilingual/biliterate preferred.

Education, Experience, and Certification/License Requirements

Graduation from high school or GED. Considerable experience in computer-based programs and a complete transportation system.

Work Context:

Requires some sitting and standing, walking, and moving about to coordinate work. Requires alternative communication systems, such as electronic mail, telephones, and computers. Requires coordination of work tasks to establish priorities, set goals, and meet deadlines. Requires face-to-face discussions and contact with individuals and teams. Requires work with students, internal and external communications, and the public.

Physical Environment:

Requires working indoors in environmentally controlled conditions. Requires sitting for most of the day, and the ability to lift, carry, move, and position objects infrequently weighing up to 20 pounds. Involves travel to schools and worksites within the district.

Local Code:

9000

EEO5:

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Approval Date:

Date Last Revised: 04/11/2022

The Lake Wales Charter Schools prohibit all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, disability, or other basis prohibited by law in any of its programs, services, or activities, or employment.