

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### SUPERVISOR, Route Scheduling

#### QUALIFICATIONS

- Bachelor's Degree and five (5) years experience in student transportation.

#### KNOWLEDGE, SKILLS, ABILITIES

- Comprehensive knowledge of student transportation and/or routing.
- Ability to work with all levels of school personnel and other members of the Transportation Services staff while maintaining positive relations with parents and the general public.
- Knowledge of computer applications as related to specific job functions.

#### SUPERVISION

**REPORTS TO** Director of Transportation Services  
**SUPERVISES** No supervisory duties

#### POSITION GOAL

*To assist the Director of Transportation Services with the management of the department in the areas of routing and scheduling, and public relations with the parents and other members of the general public.*

#### PERFORMANCE RESPONSIBILITIES

1. \* Supervise the routing, scheduling, and field trip section in all facets of their operation.
2. \* Work closely with the director, supervisors, principals, bus drivers, monitors, parents, and students to implement improvements in the quality of transportation services to the district.
3. \* Interpret, relate, and maintain adherence to all laws, rules, and regulations relating to student transportation.
4. \* Review and monitor scheduling of field trips, including automated procedures.
5. \* Review recommendations and work closely with all phases of the routing office.
6. \* Implement and maintain automated routing system.
7. \* Review and circulate statistical reports from Routing and Field Trip offices.
8. \* Assist school principals with the analysis of pedestrian and vehicular safety in the immediate areas of schools and coordinate requests for crossing guards with the Seminole County Sheriff's Office.
9. \* Formulate transportation plans for new schools for recommendation to the Superintendent of Schools.
10. \* Ensure the expeditious and efficient dispatching of all field trip requests.
11. \* Assist SSAC, Lynx, and other agencies with planning and promotion of transportation options alternative to school buses.
12. \* Assist the Director in preparation of the Transportation Services budget for bus drivers and monitors allocations.
13. \* Responsible for routing updates to bus drivers and Area Transportation Managers.
14. \* Assist with compiling data and completing reports for the Florida Educational Finance Program (FEFP).
15. \* Facilitate the acquisition, use and maintenance of hardware and software for the department.
16. Perform other duties as assigned by the Director of Transportation Services.

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## EQUIPMENT / MATERIALS

Computer, Telephone, Two-Way Radio, Vehicle with DMI, Measuring Wheel

## PHYSICAL REQUIREMENTS

### Light Work

Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

## PHYSICAL ACTIVITIES

### Sitting

Resting with the body supported by the buttocks or thighs.

### Standing

Assuming an upright position on the feet particularly for sustained periods of time.

### Walking

Moving about on foot to accomplish tasks, particularly for long distances.

### Pushing

Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 100 pounds of force.

### Finger Dexterity

Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.

### Talking

Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.

### Visual Acuity

The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

## WORKING CONDITIONS

**Indoors / Outdoors** The worker is subject to both environmental conditions. Activities occur inside and outside.

## TERMS OF EMPLOYMENT

### PAY GRADE

**AO-12-G \$52,937 - \$83,341**

District Salary Schedule

Months 12  
Annual Days 258  
Weekly Hours 37.5  
Annual Hours 1935

### POSITION CODES

PeopleSoft Position TBA  
Personnel Category 14  
EEO-5 Line 44  
Function 7800  
Job Code 1442  
Survey Code 78010

### FLSA

Applicable  
 Not applicable

Previous Board Approval

### BOARD APPROVED

**November 21, 2006**  
**April 12, 1994**

ADA Information Provided by Transportation Services  
Position Description Prepared by Ken Lewis