

SEMINOLE COUNTY PUBLIC SCHOOLS

Job Description

MANAGER, Transportation Route

QUALIFICATIONS

- Associate's Degree or High School Diploma or equivalence or Florida Special Diploma with three (3) years of experience in transportation.

REPORTS TO Supervisor of Transportation Routes And Scheduling

SUPERVISES No supervisory duties

POSITION GOAL

Be responsible for preparing and maintaining a system of routes and schedules for all school buses in accordance with Florida Statutes, Florida Administrative Code, Board Policy and Transportation Services Department procedure

PERFORMANCE RESPONSIBILITIES

1. * Have a working knowledge and understanding of basic school bus scheduling procedures.
2. * Have extensive knowledge of all areas of Seminole County.
3. * Prepare, distribute and monitor bus routes (including stops, time of pick-up and delivery at each stop) for all buses.
4. * Work with the Exceptional Student Education staff to locate and place exceptional students needing transportation services.
5. * Have a basic understanding of the various exceptionalities of exceptional students needing transportation services.
6. * Adjust routes and bus loads as needed.
7. * Maintain up-to-date route files on all buses.
8. * Work with Area Supervisors to investigate complaints from parents, the public, and others regarding the placement of school bus routes, stops, and the failure of drivers to maintain uniform and punctual schedules.
9. * Have the ability to communicate with the public, school bus drivers and other members of the Transportation Services Department staff in a manner that promotes maximum rapport.
10. * Assist with the preparation of reports for Florida Educational Finance Program (FEFP).
11. * Assist, as required, with in-Service and pre-Service of the bus drivers.
12. * Exercise maximum regard of the safety, welfare, emotional and educational needs, and physical/mental limitations of exceptional student's in the design of bus routes.
13. * Make a systematic evaluation of established schedules to ensure adherence to regulations and policy.
14. * Assist school principals in 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.
15. * Formulate transportation plans for new schools for recommendation to the Superintendent of Schools.
16. Perform other duties as assigned by the Supervisor of Transportation Routes and Scheduling.

**Denotes essential job function/ADA*

TERMS OF EMPLOYMENT

PAY GRADE

District Salary Schedule
AS-C \$31,925 - \$56,694
 M-12 D-258 H-1935

POSITION CODES

PeopleSoft Position **TBA**
 Personnel Category **18**
 EEO-5 Line **52**

Function **7800**
 Survey Code **78020**
 Job Code **1901**

ADA CODES

2 **Sedentary Work**
 3 **A - C / P / T / V**
 4 **None**

BOARD APPROVED

April 12, 1994