

FNSBSD JOB DESCRIPTION	
<i>Job Title:</i> Bus Scheduler	
<i>Supervisor:</i> Transportation Manager	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 12 months	<i>Grade:</i> 6

Job Summary

Designs and schedules school bus routes for regular, hazardous, special education, and shuttle transportation systems. Works with the public, school staff, and contractor staff to resolve scheduling and/or service problems.

Essential Job Functions

Route Design:

Determines number, sequence, and location of bus stops for each regular and hazardous route section.

Schedules coupling of bus sections into efficient bus route system based upon school bell times.

Schedules door-to-door transportation for eligible special education students, program shuttles into regular routing network, and monitors charter bus service for school activities and field trips.

Evaluates problems with individual bus routes and recommends and initiates solutions.

Records and Information:

Maintains updated route sheets/route maps for all route sections, shuttles, and updated student information for special education transportation.

Keeps accurate records on all route incidents and student misconduct.

Verifies accuracy of contractor bills and submits for payment.

Contract Compliance/Performance Evaluation:

Monitors arrival time of each route into school in a.m. and p.m., daily student counts, and total route times and miles.

Generates route sheets and other miscellaneous reports as requested.

Audits contractor records as directed.

Non-Essential Job Functions

Performs other job-related duties as assigned.

Equipment Used

Standard office equipment, including multi-line phone system, computer, printer, adding machine, and copy and fax machines.

Independent Decisions

Must evaluate and adjust complex system of bus routes in accordance with federal, state, and district laws and policies. This evaluation includes requests for new bus service.

Primary Working Contacts

Administrative center staff, building administrators, school staff, bus contractor's staff, vendors, and the public.

Responsibility for Cash, Equipment, Safety

None.

Supervision Received and Exercised

None given; receives oral and written instructions from the transportation coordinator.

Unusual Working Conditions

None.

Evaluation

Annual written evaluation.

Physical and Mental Demands

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires near vision to write and read printed materials and computer screens. Requires hearing and speaking to exchange information on the telephone or in person. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 20 lbs. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Requires sufficient arm, hand, finger dexterity to operate a keyboard and other office equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.

Job Qualifications

The following are required:

1. High school diploma or equivalent.
2. Knowledge of general topographical layout including the road network of the Fairbanks North Star Borough School District.
3. Knowledge of general office procedures.
4. Competency with Microsoft Office Suite software, email, and internet.
5. Strong English communication skills in order to interact effectively with administrators, school staff, contractor staff, and the public.
6. Ability to understand, monitor and make adjustments to a complex routing system; mathematical and problem solving skills required.
7. Maintain confidentiality of records.
8. Ability to work well under pressure and complete time specific tasks.
9. Ability to deal tactfully with all contacts to ensure compliance of pupil transportation contract terms and state statutes.
10. Ability to monitor two-way radio traffic and respond/react to compliance issues and/or emergency situations.
11. Ability to cope with continual interruptions and shifting job priorities.

The following are preferred:

1. Familiarity with the structure and design of a school bus transportation system.
2. Knowledge of Edulog or similar routing software system, ZONAR bus GPS software and MUNIS software system.

Additional Job Information

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

The Fairbanks North Star Borough School District is an Equal Opportunity Employer.