



ST. CLOUD AREA SCHOOL DISTRICT 742  
1000 44<sup>th</sup> Ave N, Suite 100 St. Cloud MN 56303  
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[www.isd742.org](http://www.isd742.org)

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER  
Committed to Workforce Equity, Diversity and Inclusion

JOB ID: 2540  
TRANSPORTATION  
June 15, 2015

POSITION:  
Transportation Routing Coordinator

LOCATION:  
District Services Building

TYPE OF POSITION:  
Monday – Friday, 8.0 hrs/day, specific hours to be determined  
Hours and days may vary based on district and building needs

QUALIFICATIONS:  
Required:

- High School Diploma
- Class B CDL, Minnesota Driver's License with proper endorsements

Preferred:

- Routing and Mapping experience preferred
- 2 years computer experience (VersaTrans Routing Program preferred)
- Organization, communication and computer skills

POSITION SUMMARY:

The Transportation Routing Coordinator is responsible for the coordination of the student routing system.

PAY RANGE: \$14.81/hr - \$19.65/hr (depending on qualifications and experience)

APPLICATION PROCESS: Please complete the on-line application found on the District's employment page.

DEADLINE FOR APPLICATION: June 26, 2015

## ESSENTIAL DUTIES:

- Design and maintain the VersaTrans routing system for all district and contracted routes district wide.
- Keep the Supervisor and Assistant Supervisor of Transportation informed on any issues related to safety, service or efficiency on all routes district wide.
- Work with contract operators on the maintenance of their VersaTrans routes to assure that the routes within the district's database accurately represent what each bus is actually doing on the road each day.
- Provide data and reports as needed to the administration within the transportation department and throughout the district.
- Maintain the VersaTrans "Base Map" with all current and future roadways within the district.
- Maintain student codes for the MARSS student reporting system.
- Coordinates the routing for new students entering our transportation system.
- Provides customer service to parents and school staff regarding transportation of new students or students moving in District 742
- Respond to parent concerns on an as-needed basis.
- Drive School Bus routes on an as-needed basis.

Performs other comparable duties of a like or similar nature as assigned.

## PHYSICAL FACTORS:

- Frequent: walking, standing, sitting, hearing, talking, and seeing

All Employees of Saint Cloud School District 742 are responsible to support District goals, to work collaboratively and respectfully with diverse populations of staff, students and parents and model and to promote a welcoming working and learning environment. Employees are expected to support and adapt to change and demonstrate commitment to continuous performance improvement. Employees are responsible to establish and maintain effective communication with students, teachers, support staff, colleagues and parents, respect confidential matters, encourage a safe and secure environment throughout the District, and be dependable and accountable in the performance of their work.

It is the prerogative of the District to assign staff so as to best meet the needs of the District.