



**OSWEGO COMMUNITY UNIT SCHOOL DISTRICT 308
JOB DESCRIPTION**

Job Title:	Routing Coordinator
Department:	Transportation
Term of Employment:	261 Work Days
Type of Position:	Full-time
Evaluation:	Annually
Level/Grade/Exemption:	Classified/IMRF/Non-Exempt
Employee Category:	Manager, Supervisor, Coordinator

General Description: Under the direction of the Director of Transportation and/or their designee, the Transportation Routing Coordinator is responsible for developing and maintaining safe and efficient bus routes within the school district. This role includes ensuring that transportation services meet the needs of students, optimizing routes for cost-efficiency, and complying with all state and local transportation regulations. The coordinator works closely with transportation staff, school administrators, parents, and drivers to address concerns, resolve issues, and ensure the effective operation of school transportation services.

Qualifications:

- High School Diploma, HiSET or GED.
- Must be at least 21 years of age.
- Minimum of five (5) years of experience in the area of logistics, pupil transportation industry and/or comparable.
- Three (3) years of experience using advanced features in Microsoft Office and Versa Trans preferred and/or comparable routing system.
- Ability to obtain and maintain a CDL License with the appropriate endorsements including a School Bus Driver Permit to assist with routes as needed within 90 days of hire.
- Strong understanding of safe, effective and efficient techniques in all aspects of bus routing logistics, two (2) years preferred.
- Knowledge of state and federal laws, codes, rules, regulations, and policies regarding pupil transportation.
- Ability to read and navigate mapping software, including traffic patterns and directions.
- Excellent organizational and time management skills.
- Strong analytical skills to interpret data and optimize routing systems.
- Strong communication skills, both verbal and written.
- Ability to work in a fast-paced environment and manage multiple priorities.
- Ability to work a variable schedule.

Job Responsibilities:

- Oversee and perform daily operations of computer routing, scheduling, and documented reporting and related services.
- Design, develop, and coordinate bus routes for the district using a routing software.

- Collaborate effectively with all stakeholders to provide exceptional customer service.
- Maintain and track the most current information regarding sexual predators and sexual offenders and route bus stops accordingly.
- Coordinate transportation of McKinney/Vento students in coordination with student services via shared agreement with school districts and parents and ensure students are properly routed.
- Drive bus routes as required and determined by management.
- Plans, organize, and schedule in and out of district routes.
- Monitors arrival and departure times of in and out of district routes.
- Performs daily dispatcher duties as needed.
- Prepares and maintains route files, maps, and records for district programs.
- Assumes on call status for night and weekend activities.
- Develop and optimize bus routes using routing software to ensure safety, efficiency, and compliance with district policies.
- Review and adjust routes periodically to accommodate new students, boundary changes, and road construction.
- Coordinate with school administrators to align transportation services with school schedules, events, and special programs.
- Maintain accurate records of student addresses, transportation needs, and route changes.
- Update transportation databases and software systems regularly.
- Generate and analyze reports to assess route efficiency, student load, and cost-effectiveness.
- Communicate route assignments and changes to bus drivers, parents, and school personnel.
- Serve as the primary point of contact for transportation inquiries, addressing parent and school concerns about routing, timing, and safety.
- Collaborate with local authorities and district officials to address transportation issues, such as road closures and traffic conditions.
- Ensure that routes adhere to all federal, state, and local transportation regulations.
- Assist in ensuring compliance with safety protocols for loading and unloading students.
- Monitor road and weather conditions to adjust routes as needed for safety.
- Respond promptly to emergencies, route deviations, or delays, coordinating alternative transportation if necessary.
- Work with the district's Director of Transportation to resolve issues related to routing and bus availability.
- Perform other duties as assigned to support the overall transportation operations.
- Assist in emergency preparedness related to transportation services.