

BROWNSBURG COMMUNITY SCHOOL CORPORATION

NOTICE OF VACANCY

August 13, 2025

Position: Transportation Router

Location: Transportation Department

Qualifications:

- High School Diploma
- Ability to deal effectively with the public using diplomacy and tact
- Excellent verbal and written communication skills
- Ability to perform multiple tasks at one time
- High degree of proficiency with office procedures and computer skills
- Administrative support and customer service experience preferred
- Maintains confidentiality

Responsibilities:

- Efficiently routes students using the Versatrans software
- Serves as the afternoon dispatcher and communicates with drivers via radio
- Provides customer services to parents, department employees, building administrators, and others
- Helps maintain surveillance videos and distributes to drivers along with maintaining video viewing records from drivers
- Provides student information to drivers from student database
- Is cross trained on the other duties of the department's office staff

Additional Information:

- 8 hours per day (9 a.m. – 5:30 p.m. M-F)
- 12 months per year
- CDL, Class B with passenger and school bus endorsement preferred; will train if necessary

Start Date: Immediately

Contact: Submit online application at: www.brownsburg.k12.in.us
(Click on Employment, select Support Staff application)

Jodi Gordon
Executive Director of Human Resources
Brownsburg Community School Corporation
310 Stadium Drive
Brownsburg, IN 46112
PH: 317-852-5726

Equal Opportunity

Brownsburg Community School Corporation does not unlawfully discriminate on the basis of age, race, religion, national origin, or disability in admission or access to, or treatment or employment in, its educational programs or activities. Inquiries may be referred to: Title IX Coordinator, BCSC, 310 Stadium Drive, Brownsburg, IN 46112.