



Edina Public Schools Position Description

Section I: General Information

Position Title: Route Programmer	Department: Transportation
Immediate Supervisor: Supervisor of Transportation	FLSA Status: Non-Exempt
Position Summary: With the focus to support and advance the Edina Public Schools' mission, vision, and core values, the Route Programmer ensures the creation and communication of safe and efficient routes for district transportation services. Under the direction of the Supervisor of Transportation, the Route Programmer plans and schedules bus routes for student transportation to and from school and for school events and summer activities.	

Section II: Essential Duties and Responsibilities

Researches and identifies safe, efficient routes for student transportation within the school district.

- Utilizes district-approved computer routing software to develop and optimize transportation routes.
- Analyzes route data to recommend and implement necessary adjustments for improved efficiency and safety.
- Regularly updates and modifies existing routes to reflect changes in student needs, traffic patterns, or district requirements.
- Employs GPS technology for real-time tracking, routing, and emergency response purposes.
- Schedules transportation for athletic events and field trips, ensuring timely and organized travel.
- Interprets and communicates district transportation policies and procedures to school staff, parents, and relevant departments.
- Collaborates with supervisors to monitor driver performance and maintain high standards for student safety.

Collaborates with transportation staff and maintains clear, effective communication with schools and families.

- Delivers consistent, high-quality customer service to schools, families, bus drivers, and other stakeholders.
- Responds promptly to phone calls, dispatching accurate information to schools, families, and drivers.
- Uses radio and telephone systems to coordinate communication between transportation contractors and school personnel.
- Collects and verifies transportation-related information from families and district offices to ensure accurate routing and service.
- Communicates route changes, trip updates, and other essential information to drivers and families in a timely manner.
- Partners with bus drivers to support route maintenance and resolve operational issues efficiently.
- Ensures smooth coordination between transportation staff, contractors, and school buildings through proactive communication.

Drives school buses as directed by the Supervisor of Transportation or designee.

Performs other duties of a comparable level or type, as required.

- Attends training sessions, conferences, seminars, and district and departmental meetings as required.
- Keeps abreast of changing developments, trends, and technologies.
- Attends work regularly and punctually.

Section III: Essential Skills Required to Perform Position Duties

- Establishing and maintaining professional and effective working relationships with building administrators, staff, students, parents, and all other stakeholders.
- Communicating effectively verbally, in writing, and with diverse stakeholders.
- Following verbal and written instructions.
- Meeting deadlines and prioritizing multiple tasks simultaneously.
- Utilizing computer applications, including software necessary for route planning, implementation, and communication.
- Working under pressure while maintaining a calm demeanor.

Section IV: Minimum Work Requirements

EDUCATION/EXPERIENCE REQUIREMENTS: Minimum education and experience required for the position.	High school diploma or equivalent and two (2) years of relevant work experience.
LICENSE/CERTIFICATION REQUIREMENTS:	Valid Minnesota school bus driver's license and annual training is required. Physical, drug and alcohol testing as required by law. Demonstration of a safe driving record is required.

Section V: Physical Position Requirements

Physical Activities									
Amount of Time Spent	None	33% Occasionally	34-67% Frequently	68-100% Continuously	Physical Lift, Carry, Exert	None	33% Occasionally	34-67% Frequently	68-100% Continuously
Stand		x			Up to 10 pounds			x	
Walk		x			Up to 25 pounds		x		
Sit				x	Up to 50 pounds	x			
Use hands to finger, handle or feel				x	Up to 100 pounds	x			
Reach with hands and arms		x							
Climb or balance	x								
Stoop, kneel, crouch or crawl	x								
Talk or hear				x					
Taste or smell	x								

Classification History: Job description updated by ISD 273 Human Resources 10.2025.