



Job Title: Transportation Route Planner
Date Posted: August 25, 2025
Contact Person: Matt Puett, Director of Transportation
616-863-6328
mpuett@rockfordschools.org

Job Summary

Collects and prepares data for the computerized routing program. Assists the Director in ensuring safe, efficient and cost-effective transportation services.

Essential Duties and Responsibilities

- Maintains accurate route records.
- Reports all fleet accidents and property damages.
- Qualifies as a school bus driver and drives bus when necessary/bus aide.
- Designs and implements bus routes and schedules within boundary areas.
- Communicates with staff, parents and other governmental agencies.
- Assists the Director in ensuring that all stops meet the “bus stop criteria” as set forth in P. A. 187.
- Answers the phone as needed and answers and dispatches the two-way radio as needed.
- Assigns bus drivers and subs in absence of Office Manager.
- Processes trip requests in absence of secretary.
- Maintains accurate files, records and accounts.
- Cooperates with all staff within the district.
- Reports any and all unsafe or hazardous conditions to the Director of Transportation.
- Anticipates needed changes and offers options pertaining to routing and technology upgrades for Traversa.
- Follows all safety rules and regulations.
- Ability to deal with staff, students, parents and the community in a courteous and tactful manner.
- Familiar with the streets of the district.
- Assists in routine office operations.
- Views bus video and makes recommendations for disciplinary action to Director and building administration.
- Other duties as assigned by the Superintendent or his/her designee.

Education and Experience

- Associate's degree with education background in Business/Office Administration is preferred/
- Minimum of three years of experience in related field is preferred.
- Experience with Traversa is preferred
- Must be able to obtain a Commercial Driver's License with B-P-S and less than six points on driving record/
- Must be able to pass all necessary state testing/

Interested and qualified candidates are to apply online. Please click on the employment link at www.rockfordschools.org to complete an online application.

Deadline for applications: September 8, 2025