

# Washington Township Schools

8550 Woodfield Crossing Blvd.  
Indianapolis, IN 46240  
P: (317) 845.9400  
F: (317) 205-3385



Washington Township Schools



[www.msdwt.k12.in.us](http://www.msdwt.k12.in.us)



The Metropolitan School District of Washington Township (MSDWT) is located in the northern section of Indianapolis. It is a dynamic community with broad diversity in cultures, religions, ethnic groups, races, and socioeconomic levels. MSDWT has been an educational leader in Indiana for the last sixty years.

Our mission is to nurture our students into tomorrow's leaders by cultivating learning environments that ignite innovation, amplify diverse and critical thinking, and inspire growth and achievement.

If you are applying for this position using an outside job board (i.e. Indeed), please visit our website directly to apply at [www.msdwt.k12.in.us/careers](http://www.msdwt.k12.in.us/careers).

## JOB DETAILS

<b>Job Title</b>	Routing Coordinator
<b>Qualifications</b>	Must possess a valid Indiana Commercial Driver's License (CDL) with appropriate endorsements, or be willing and able to obtain a CDL within nine (9) months of hire.
<b>Education</b>	Associate's or Bachelor's degree preferred
<b>Location</b>	Transportation
<b>Work Schedule</b>	7:00 a.m. – 4:00 p.m., with a one hour lunch
<b>Calendar Length</b>	Year-round
<b>FLSA Classification</b>	Salaried, Exempt
<b>Starting Salary</b>	\$74,000
<b>Benefits</b>	Paid leave days, paid holidays, retirement contributions (PERF, 401a, VEBA, 403b match), life insurance and health, dental and vision insurance offerings.

## JOB EXPECTATIONS & REQUIREMENTS

### Position Purpose / Description

The Transportation Routing Coordinator is responsible for planning, developing, maintaining, and optimizing school bus routes to ensure safe, efficient, and timely transportation for students. This position coordinates daily routing operations, supports compliance with Indiana Department of Transportation (IDOT) transportation requirements, and serves as a key liaison among transportation staff, school administrators, families, and vendors.

Under the supervision of the Directors of Transportation, the Routing Coordinator is responsible for

performing the following duties:

### **Routing & Planning**

- Develop, implement, and maintain school bus routes using routing software and GIS tools.
- Optimize routes for efficiency, safety, and cost-effectiveness while meeting instructional start/end times.
- Assign students to appropriate routes based on attendance boundaries, special needs, and district transportation policies.
- Adjust routes in response to enrollment changes, school schedule changes, construction, weather, or emergencies.

### **Daily Operations Support**

- Communicate route assignments, changes, and updates to appropriate drivers and administrators.
- Assist with daily route coverage issues, including absences, substitute drivers, and bus breakdowns.
- Support planning for field trips, extracurricular routes, and special transportation needs.

### **Compliance & Safety**

- Ensure routes comply with Indiana Department of Education transportation guidelines and district policies.
- Maintain accurate route documentation for audits, reports, and funding purposes.
- Collaborate with transportation leadership on safety reviews, stop placements, and route evaluations.
- Support emergency routing and contingency planning.

### **Data Management & Reporting**

- Maintain accurate student, route, stop, and mileage data within the transportation management system.
- Generate reports related to ridership, route efficiency, mileage, and compliance.
- Assist with data needed for state reporting, funding, and internal analysis.

### **Customer Service & Communication**

- Work collaboratively with school administrators, special education staff, and transportation vendors.
- Provide clear, professional communication regarding transportation policies and procedures.

### **Miscellaneous**

- Work closely with the Directors of Transportation and Special Needs Coordinator to ensure all routes are efficient, safe and cost effective.
- Provide clear, professional communication regarding transportation policies and procedures.
- Other duties as assigned by the Directors of Transportation.

## Knowledge, Skills, and Abilities

### Minimum Qualifications:

- Previous experience using and updating routing software.
- Working knowledge of transportation planning, logistics, scheduling and operations, county geography and office procedures.
- Demonstrated ability to analyze data, establish efficient routes and identify and correct problems.
- Must possess a valid Indiana Commercial Driver's License (CDL) with appropriate endorsements, or be willing and able to obtain a CDL within nine (9) months of hire.
- Possesses strong computer skills, including experience with routing software, spreadsheets, and student information systems.
- Must demonstrate creative problem-solving, the ability to discern routing problems, and provide solutions that meet competing needs.
- Ability to conduct school bus stop assessments, including field evaluations, documentation, and safety recommendations.
- Analyze data pertaining to vehicle capacity, timing, road systems and safety concerns in order to develop school bus routes and schedules.
- Possess excellent customer service, communication skills and confidentiality, displaying professional behavior to all staff members, district employees, parents, students and the general public.
- Display excellent work ethic and reliability.
- Ability to handle time-sensitive and high-pressure situations calmly and professionally.
- Ability to work extended hours during peak routing periods (start/end of school year).

### Education

- Post high school education is preferred.
- Associate's or Bachelor's degree or equivalent experience in logistics, transportation, business, education, or a related field is also preferred.

PHYSICAL REQUIREMENT	PERCENT OF TIME
	Seldom = Less than 25% Occasional = 26 to 50% Often = 51 to 75% Very Frequent = 76% and above
Ability to stand for extended periods of time	Seldom
Ability to carry 25 pounds	Occasional
Amount to lift 25 pounds	Occasional
Amount of force to push/pull up to 25pounds	Occasional
Ability to work at a desk, conference table or in meetings of various configurations	Very Frequent

PHYSICAL REQUIREMENT	<b>PERCENT OF TIME</b> Seldom = Less than 25% Occasional = 26 to 50% Often = 51 to 75% Very Frequent = 76% and above
Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter	Very Frequent
Ability to hear and understand speech at normal levels	Very Frequent
Ability to communicate so others will be able to clearly understand a normal conversation	Very Frequent
Ability to operate office equipment	Very Frequent
Ability to reach in all directions	Often
Climbing	Seldom
Overhead work	Seldom

The Metropolitan School District of Washington Township is an equal opportunity/equal access employer fully committed to achieving a diverse workforce and complies with all applicable Federal and Indiana State laws, regulations, and executive orders in its programs and activities. Washington Township does not discriminate on the basis of race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, and veteran's status.