

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

ORIGINATION DATE 6/19/2002
 LAST REVISION DATE 01/2017
 BAND & GRADE C-4-2-10

POSITION TITLE Transportation Special Education & Routing Manager

IMMEDIATE SUPERVISOR Transportation Coordinator

Job Summary (Basic Purpose of Position)

SUPERVISOR _____ **EMPLOYEE** _____

NOTE: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

Coordinate special needs and modified bussing through computer routing program and attends IEP meetings concerning the transportation of special education students. Install and maintain transportation department technology, including but not limited to: network server(s), workstations, and software.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
1.0 Coordinate Special Needs Bussing				KNOWLEDGE OF:	
1.01 Supervise and direct the work of assigned Special Education Bus Drivers and Monitors.	B3	D 25%		1. District policies concerning special education transportation.	1.01 Provided appropriate supervision and work direction for assigned staff.
1.02 Assist in the selection and training for Special Education Bus Drivers and Monitors.	B2	A		2. Knowledge and understanding of Federal and State laws regarding Special Needs transportation.	1.02 Participated in the hiring and selection process for new Special Education Bus Drivers and Monitors.
1.03 Attend Individualized Education Plan (IEP) meetings as requested to assist in the determination regarding special needs transportation and implement changes in student routing based on the IEP determination.	C4	M		3. I.D.E.A rules and policies. 4. ADA rules and policies. 5. School Bus laws, rules and regulations.	1.03 Attended IEPs as requested in implemented modified transportation services as needed to meet student needs.
1.04 Monitor transportation services for all students with special needs as identified by the Individualized Education Program (IEP) Committee as legally required special education related service.	C4	D 10%		6. Management techniques. 7. Maps & Plats. 8. Safe routing practices. 9. Efficiencies in routing. 10. District geography. 11. District streets, roads and highways.	1.04 All transportation services were provided in accordance with students IEP.
1.05 Receive and process requests from building personnel who request special needs transportation for eligible students.	B2	D		12. Microsoft Windows operating systems. 13. Computer hardware and components.	1.05 Requests were processed in a timely manner.

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1.06 Develop and schedule all special needs bus routes and student stops using a computerized routing system.	C4	D 10%		14. Computer hardware set up and applications.	1.06 Routes and stops are scheduled in accordance with District policies and state and federal regulations.
1.07 Assign pupils to buses in a way that equalizes busloads and avoids overloading.	B2	D		15. Computer operating systems, word processing, spreadsheets, e-mail, transportation routing systems, etc.	1.07 Routes are established in a safe, effective and efficient manner.
1.08 Establish safe and appropriate bus stops for special needs students.	B2	D		16. Networking protocols.	1.08 Bus stops are safe and consistent with District policies and state and federal regulations.
1.09 Ensure that transportation is provided in the least restrictive environment. (LRE).	B2	D		17. Computer hardware, software and network troubleshooting.	1.09 Student restraints are provided in accordance with students IEP.
1.10 Track the length of each student's AM or PM ride.	B2	D		ABILITY TO: 1. Plan	1.10 Routes are established to ensure reasonable and appropriate travel times.
1.11 Check for appropriate arrival or departure times at each designated location.	B2	D		2. Communicate	1.11 Buses arrive and depart on schedule.
1.12 Maintain all special needs route sheets and seating charts in a readily accessible format.	B2	D		3. Organize	1.12 Route sheets and charts are current.
1.13 Maintain student Emergency Medical Information forms as required by law.	B2	M		4. Read, write, spell and communicate effectively.	1.13 Emergency Medical Information on file is current.
1.14 Track Medical Assistance Transportation costs for third party billing.	B2	M		5. Build consensus and work effectively with others.	1.14 Relevant information is provided to District Office.
1.15 Insure that Driver Teams maintain current and accurate bus route sheets for AM, PM and Supplemental routes.	B2	D		6. Work effectively with group processes and activities.	1.15 Route folders on board buses are current.
1.16 Develop and implement procedures and training for school bus evacuation procedures for special needs students.	B2	A		7. Manage time efficiently.	1.16 Bus evacuation procedures are conducted in accordance with policy and state law.
1.17 Provide training for special needs drivers and monitors to keep them abreast of changes in federal and state laws.	C4	M		8. Maintain schedules and records	1.17 Training was provided in accordance with District policy, state and federal law.
				9. Direct, monitor and evaluate the work of others.	
				10. Maintain consistent and reliable attendance.	
				SKILLS: 1. Computer skills	
				2. Conflict management skills	

REGULAR ROUTINE DUTIES

List of Things to Accomplish in Major Job Function

BAND/
GRADE% OF
TIME
D, W

WC

NECESSARY SKILLS,
KNOWLEDGE, ABILITIES
What You Have to Know
to Accomplish Duty of
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1.18 Assist with bus driver in-service as directed.

B2

A

1.18 Assisted with in-service training.

1.19 Coordinate transportation services for
Extended School Year (ESY) programs.

B2

A

1.19 Developed transportation
schedules/services for ESY programs.1.20 Work with appropriate staff to facilitate
adapted and/or modified transportation for
504 Plan students.

B2

M

1.20 Implemented adapted/modified
transportation for 504 Plan students.**2.0 Routing**2.01 Coordinate operation and maintenance of
the Computerized Routing Program.

C4

D 25%

2.01 Information on computer routing systems
was accurate.2.02 Coordinate operation and maintenance of
the computerized card operated fuel
dispensing program.

B2

D

2.02 Information on computerized card
operating fuel-dispensing program was
accurate.2.03 Coordinate operation and maintenance of
the computerized vehicle maintenance
program.

B2

D

2.03 Information on computerized vehicle
maintenance program was accurate.2.04 Use current GIS data to update and
maintain the district map and attendance
area maps.

C4/B2

A

2.04 Information on computer maps was
updated and accurate.2.05 Monitor office staff to ensure accurate input
of data.

B2

D

2.05 Data input accomplished was done in a
timely manner and accurate.**3.0 Computer Maintenance**3.01 Upgrade and install software on
Transportation Office computers.

B2

M

3.01 Upgrades were current and software was
installed properly.3.02 Recommend replacement schedule of
computers.

B2

A

3.02 Replacement schedule was created.

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3.03 Recommend computer software solutions to address the needs of the department.	B2	Q			3.03 Recommendations were made.
3.04 Upgrade computer hardware as needed.	B2	A			3.04 Upgrades were installed properly.
3.05 Use Tech Support when necessary to fix errors in computer system.	B2	A			3.05 Errors were corrected.
3.06 Diagnose and repair workstation technical hardware and software.	C4	D 5%			3.06 Problems were diagnosed correctly and repairs made properly.
3.07 Maintain computer inventory.	B2	A			3.07 Inventory was on file and current.
3.08 Maintain records.	B2	M			3.08 Records were on file and accurate.
3.09 Maintain software and systems relating to: routing, trip tracking (special events, field trips, activities), fleet maintenance records, fleet tracking, mobile wifi, digital video systems, etc.	B2	M			3.09 Software systems up to date and functioning properly.
4.0 Network Servers					
4.01 Administer transportation network.	C4	M			4.01 Network functions properly.
4.02 Upgrade and install software on network servers.	B2	A			4.02 Upgrades were current and software was installed properly.
4.03 Maintain network servers.	B2	D			4.03 Maintenance was performed.
4.04 Establish and maintain backup system for servers.	B2	D			4.04 Backup system was established and maintained.
4.05 Establish and manage user accounts.	B2	D			4.05 Accounts were established.
4.06 Recommend replacement schedule for servers.	B2	A			4.06 Replacement schedule was created.

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4.07 Create and update the content of external web presence.	B2	D			4.07 Website was established and information was current.
4.08 Maintain server inventory.	B2	A			4.08 Inventory was on file and current.
4.09 Maintain records.	B2	M			4.09 Records were on file and accurate.
5.0-Student Discipline					
5.01 Assist drivers with discipline problems.	B2	D			5.01 Provided student discipline assistance and guidance for drivers.
5.02 Conduct student incident investigations by interviewing witnessing, reviewing bus video recordings, etc.	B2	D			5.02 Completed investigations in a timely manner.
5.03 Implement appropriate student discipline or refer to appropriate Principal(s) for action.	B2	D			5.03 Implemented discipline in accordance with District policies.
6.0 Technical Support					
6.01 Provide technical assistance for department staff.	C4/B2	D			6.01 Support was provided to transportation staff.
6.02 Instruct staff regarding hardware/software use.	C4/B2	D			6.02 Instruction was provided for transportation staff.
6.03 Develop programs for use within department.	C4/B2	Q			6.03 Programs were developed.
6.04 Develop forms for use within department.	C4/B2	M			6.04 Forms were developed.
7.0 Other duties as assigned supervisory and/or administrative staff.					7.0 Assignments were completed.

MINIMUM QUALIFICATIONS: Five (5) years of responsible related supervisory or management experience.