



Lansing Unified School District 469

200 East Mary Street
Lansing, Kansas 66043
913-727-1100
www.usd469.net

Job Title: Routing Coordinator
Reports to: Director of Transportation

Purposes and Objectives of the Position:

The Transportation Routing Coordinator oversees a system of safe and efficient school bus route planning and scheduling for student transportation to and from school and school events.

Qualifications:

- High school diploma or equivalent.
- Valid Kansas CDL with required endorsements.
- Must have a current TB test.
- Meet all state requirements for bus drivers, including Defensive Driving, CPR, and First Aid Certification.
- At least one year of experience in driving some type of motor vehicle (which may be a private automobile), including experience throughout each of the four seasons.

General Duties and Requirements

- Communicates with drivers, administrators, special education department, school staff, parents and others (e.g. reviewing route maps, responding to inquiries, etc.) for the purpose of assisting with route related problems.
- Schedules extracurricular bus trips.
- Assigns drivers for extracurricular trips.
- Coordinates the daily assignment of substitute bus drivers.
- Assists the Director of Transportation in maintaining school bus routes.
- Assists the Director of Transportation in daily operations.
- Maintains records and prepares required reports relevant to the operations of the transportation department.
- Coordinates the activities of school authorities, other government agencies, and the public regarding school bus transportation.
- Serves as an emergency substitute bus driver, bus aide, or crossing guard if an appropriate substitute cannot be secured. Performs duties and functions of these positions, and maintains all licenses and certifications required to perform these duties.
- Attends appropriate workshops and training programs as assigned by the director.
- Performs other duties as assigned.

Physical Requirements / Environmental Conditions:

- Requires prolonged sitting.
- Requires turning and reaching.
- Requires driving skills, including ability to operate vehicle at night.
- Must work indoors and outdoors during the school year.
- Must be able to lift the hood of the bus (approximately 50 pounds).
- Must work in noisy, crowded, stressful environments with numerous interruptions.
- Must work in and around dust, fumes, and odors.

The district reserves the right to modify job duties or job descriptions at any time.

USD 469 Board of Education Policies

Knowledge, Skills, and Abilities Required:

- Ability to work cooperatively and constructively with others, including the ability to communicate effectively with a broad number of audiences.
- Ability to manage job responsibilities and to meet the established district outcomes.
- Ability to use necessary district-identified computer hardware and software, and other district-provided technology.
- Ability to physically adapt to the compressed time schedule of a school day and year.