TRANSPORTATION SCHEDULER

QUALIFICATIONS:

I. Education/Certification: High School diploma or equivalent plus post-secondary training desirable. Hold a valid State of Maine Criminal History Records Check Approval.

II. Special Knowledge/Skills:

    I. Knowledge, understanding, and demonstrated ability to communicate effectively.

    II. Demonstrated aptitude for assigned responsibilities.

    III. Must be computer literate and experienced with Microsoft Office Suite.

    IV. Ability to follow oral and written instruction; good work habits; dependable; ability to maintain positive relations with bus drivers, faculty, parents, and administrators.

III. Experience: Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

REPORTS TO: Directors of Facilities and Transportation

JOB GOAL:

Assist in the process of running an effective and efficient transportation system including but not limited to, scheduling driver assignments in an equitable manner while ensuring safety of all riders.

PERFORMANCE RESPONSIBILITIES:

I. Receives, responds to, and schedules all requests pertaining to transportation:

    1. To and from school.

    2. Athletic Contests.

    3. Co Curricular Activities.

    4. Field Trips

II. Acts as a coordinator for above services with drivers.

III. Responsible for performing clerical duties associated with all aspects of:

    I. Scheduling field trips and athletic trips.

II. Schedule drivers during non-driving times.

III. Review and update bus runs annually.

IV. Willingness and ability to work with others, to share and cross-train in order to promote the concept of “teaming” to ensure quality and consistency in scheduling.

V. Contributes to office coverage.

VI. Performs other duties and assumes such other responsibilities as assigned by the Directors of Facilities and Transportation.

TERMS OF EMPLOYMENT:

Twelve month year. Compensation in accordance with recommendations established by Superintendent and Business Manager.

WORKING CONDITIONS:

Mental Demands: calculating, comparing, editing, organizing, planning, scheduling, documenting, coordinating, implementing

Physical Demands: sitting, computer work, inspections, oral communication, climbing steps

Environmental Conditions: working outside, slippery surfaces, chemical exposure, biological exposure, working around moving vehicles

EVALUATION:

The basis of the evaluation will be the extent to which the above performance responsibilities are successfully handled and the extent to which yearly action plans and job goals are met. The Directors of Facilities and Transportation will perform the evaluation.

The Cape Elizabeth School Department expects that all employees will perform assigned duties diligently, professionally, and efficiently and in compliance with all district policies and procedures as well as federal and state laws.

NOTE:

The above job description reflects the general requirements necessary to describe the principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved: May 9, 2006

Revision Approved: June 20, 2012

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