

SCHOOL BUS ROUTE SCHEDULER

**DISTINGUISHING FEATURES OF THE CLASS:** These duties involve responsibility for the scheduling and timing of bus routes for a central school system. The work is performed under the general supervision of the Business Manager and is responsible for performing work in support of a school district transportation system. The work does not involve any supervisory or technical duties involving transportation personnel. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

- Establishes bus routes and prepares time schedules for buses for pupils in the school district;
- Makes necessary arrangements for special and extracurricular trips;
- Prepares periodic reports from records that are maintained on mileage, number of pupils carried and number of stops made on each route;
- Works with the Business Manager in the preparation of the transportation budget as well as specifications for equipment.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Good knowledge of the geography of the district; ability to keep records and prepare reports; ability to plan and schedule bus routing and time schedules; ability to get along well with others; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and either;

- (a) One year of experience in the routing or scheduling of school buses;  
or
- (b) One year of experience in the operation of a school bus route; or
- (c) Any equivalent combination of experience within the limits of  
(a) and (b) above.

Adopted 4/5/83