

## Springdale Park Elementary PTO

<b>Volunteer Title:</b>	Bus Route Captain	<b>PTO Group:</b>	Transportation & Safety
<b>Chair:</b>	Mary Stouffer	<b>Contact Info:</b>	404.310.4586 (c) mrs30306@bellsouth.net
<b>Busy Times:</b>	End of July/August – not as much during the year as the route settles	<b>Volunteer Term:</b>	June 1, 2014 – May 31, 2015
<b>Job Description</b>			
<p><b>ROLE AND RESPONSIBILITIES</b></p> <p>Bus Route Captains help the Springdale Park Elementary (SPARK) staff manage communications on the route:</p> <ul style="list-style-type: none"> <li>• Maintain a list of bus riders (alpha &amp; by stop) and parent/guardian contact information, such as, email and cell phone numbers</li> <li>• Send text updates, as needed, to alert parents/guardians of delays or other issues out of the ordinary; we use EZTexting.com; PTO reimburses expense</li> <li>• Communicate with bus driver, as needed, or if allowed by text or phone (when not driving unless emergency), on matters related to families on the route</li> <li>• Provide feedback on the route stops and whether additional stops are needed or if stops need to be moved for safety reasons, if possible; alert to possible overcrowding on the bus (limit is 72 children)</li> <li>• Staff booth at New Parent Orientation and Sneak Peek (beginning of August) to help new riders get added to the route contact list; answer questions</li> <li>• Ensure a printed route sheet is maintained at the SPARK office in case of a substitute driver</li> <li>• Some more tech-savvy bus captains have used Twitter and Websites to aid in communication, but not a requirement</li> </ul> <p><b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b></p> <p>Basic Spreadsheet &amp; Communication Skills; Smart Phone a plus</p> <p>Need to be available in the AM and more importantly during dismissal time (2:30PM), meaning accessible by phone and email whether at work or at home</p>			
<b>Reviewed By:</b>	Todd Sharp, Director - Operations	<b>Date:</b>	July 2, 2014
<b>Approved By:</b>	Karri Hobson-Pape/Meredith Smith	<b>Date:</b>	July 2, 2014
<b>Last Updated By:</b>	Mary Stouffer	<b>Date/Time:</b>	June 24, 2014