

TRANSPORTATION ROUTE PLANNER

DEFINITION

Under direction of the Transportation Management Personnel, performs a variety of technical duties in the preparation, analysis and revision of bus operation routes for maximum operational efficiency.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Develop, audit and analyze school bus routes for effective transportation of students in compliance with a variety of Federal and State laws and regulations pertaining to student transportation.
2. Analyze data regarding routes and make recommendations to management as necessary.
3. Troubleshoot and resolve routing and a variety of school bus route scheduling conflicts.
4. Maintains computerized records including but not limited to routing and scheduling systems with a variety of information such as school bell schedules, student and school demographics, school attendance and transportation exclusion boundaries.
5. Compile a variety of reports.
6. Troubleshoot computerized hardware and software difficulties.
7. Receive and respond to routine calls or complaints from parents and staff regarding student transportation.
8. Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles of efficient bus routing dispatching and scheduling
2. Applicable section of California Education Code, California Code of Regulations (CCR) and the California Highway patrol Manual (CHP 82.7) District, State and Federal rules and regulations related to student transportation.
3. Computer utilization including scheduling software
4. Methods of scheduling and routing a large school transportation fleet.
5. Current computer hardware and software technology
6. Database management including automated and manual record management, storage and retrieval.
7. Recordkeeping and report preparation techniques
8. Correct English usage, spelling grammar and punctuation
9. Modern office equipment including computers, GPS and GIS systems
10. Modern office procedures, methods and practices
11. Methods and techniques of public relations

Ability to:

1. Maintain current knowledge of California Highway Patrol rules and regulations.

2. Learn applicable sections of the State Education Code and other applicable laws.
3. Read, interpret, apply and explain rules, regulations, policies and procedures.
4. Learn methods of scheduling, coordinating and monitoring bus routes.
5. Maintain computerized routing system.
6. Maintain records and prepare reports.
7. Analyze situations accurately and adopt an effective course of action
8. Handle frequent changes in priorities
9. Work with multi task assignments and finish in a timely manner
10. Work independently with limited supervision.
11. Communicate effectively, orally and in writing.
12. Understand and carry out oral and written instructions.
13. Establish and maintain cooperative and effective working relationships with others
14. Comply with the District's customer service standards as outlined on Board Policy.

Education/Experience:

Equivalent to the completion of the twelfth grade. Two years of increasingly responsible experience in school or public transportation services. Experience planning bus routes and computerized transportation scheduling software is preferred.

License/Certificate Requirement:

Possession of a valid California Driver's License.

HEALTH/PHYSICAL ABILITIES

The physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out the essential duties of this position:

Environment: Work is performed primarily in a standard office setting.

Physical Requirements: Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Stand and walk for short periods of time.
3. Bend, squat, stoop, kneel and/or climb for short periods of time.
4. Reach above shoulder level.
5. Push/pull for short periods of time.
6. Twist at the waist occasionally.
7. Lift and/or support up to 25 pounds for short periods of time.
8. See, hear and speak with/without assistive devices sufficient to communicate effectively with others.