

**TRANSPORTATION ROUTE PLANNER**

**BASIC FUNCTION:**

Under general direction of the Transportation Operations Supervisors, develops, designs, analyzes, revises, updates and implements transportation routes and schedules for safety and maximum operating efficiency. Plans, designs, implements, maintains and operates geographical information systems related to relational databases and student transportation software applications. Periodically reviews GPS activity and develops reports including idling, location, inspection, speed, schedule, etc. Provides technical assistance and performs other related duties as may be required.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification but is intended to accurately reflect the principle job elements.)**

Develops and updates routes for multiple transportation facilities and Districts, utilizing a myriad of different local policies, for maximum overall efficiency; *E*

Utilizes and maintains computerized routing and scheduling systems to provide efficient routes for regular and special education transportation; *E*

Maintains school attendance and transportation exclusion boundaries, based upon Board policies; *E*

Maintains school bell schedules and targeted arrival and departure times within software applications; *E*

Collects, formats, combines, scrubs, address match and upload District student information; *E*

Determines student eligibility for transportation service based upon Board policies and sets parameters in software applications;

Maintain, edit, add and delete nodes, segments and attributes in geographical information systems; *E*

Track, monitor and compare GPS stored data to planned data; *E*

Seek out data from a variety of sources that can be utilized in Transportation software applications; *E*

Display and integrate data from different software applications. *E*

Develop comparative analysis studies and reports based upon a wide variety of parameters;

Troubleshoot and resolve technical issues related to software applications;

Troubleshoot and resolve routing and scheduling conflicts and service issues; *E*

Performs data input, output and maintenance of data base files, students, boundary, school location, bell time, drivers stop, runs and route driver directions; *E*

Assists in research and solutions to electronic hardware and software problems.

Analyzes the efficiency of bus runs and routes and performs edits, splits and consolidation as appropriate; *E*

Performs simulated studies of various scenarios regarding walk distance and bell time changes; *E*

Responds to parent, administrator, staff and public complaints and concerns related to student transportation;

Compile records and information of Special Education students; *E*

Interpret Federal, State, and local rules, laws, regulations; *E*

May assist with scheduling and dispatching of drivers, equipment and staff;

Assist drivers with operational and routing issues as necessary;

Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- School transportation routing and scheduling software;
- Geographical information systems (GIS)
- Local policies and procedures of various contracted entities;
- Computers, applications, networks, protocols, geographical positioning systems and communications systems;
- Applicable laws, ordinances, codes, regulations, policies and procedures;
- Applicable portions of the Individual with Disabilities Education Act.

### **Ability to:**

- Operate a computer and other office equipment;
- Communicate effectively both orally and in writing;
- Master GIS and routing and scheduling applications;
- Establish and meet schedules and timelines;
- Make independent decisions;
- Organize tasks, set priorities and meet deadlines;
- Work independently with little direction;
- Present a positive image of the school district to the public;
- Establish and maintain cooperative and effective working relationships with others.
- Read, analyze, and interpret documents, policies, rules, laws and regulations;
- Perform repetitive tasks and manage multiple tasks;
- Respond appropriately to direction and change in work setting;
- Evaluate situations effectively and determine priorities.

## **EXPERIENCE AND EDUCATION**

- Any combination of education, training and/or experience equivalent to: an Associate's Degree in Computer Science or related field/ or two (2) years of equivalent experience related to Transportation Route Planning and Concepts. Additional training in GIS or Computer Science is highly desirable.

## **WORKING CONDITIONS**

### **Environment:**

- Work outdoors and indoors, incl. bus. Exposure to: seasonal outdoor temperatures 38°-110°, dust, wind and sun, traffic and fuel odors; driving to various district sites.

### **Physical Demands:**

The physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out the essential job functions.

Employees in this position must have/be able to:

- Sit for extended periods of time.
- Stand and walk for short periods of time.
- Bend, squat, stoop, kneel and/or climb for short periods of time.
- Reach above shoulder level, push/pull for short periods of time.
- Twist at the waist (occasionally);
- Lift and/or support up to 25 pounds for short periods of time.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.

## **LICENSE OR CERTIFICATES**

- Possession of and maintenance of a valid California Driver's License during the course of employment; have an acceptable driving record; must be insurable at standard rates by District's insurance carrier and maintain such insurability during the course of employment.

## **SALARY PLACEMENT**

CSEA 885

Range 40

12 Month Work Year

Board Approval: 07/12/16

CSEA 885 Approval: 06/30/16

Personnel Sub: 07/05/2016