

ROUTING COORDINATOR - TRANSPORTATION

QUALIFICATIONS

A. REQUIRED

- Associates degree in Management, Information Systems (MIS), Logistics, Business, or a related field, or other related computer software associated degree **or**;
- Two years of college (60 credit hours) of coursework in a related field
- Experience with computerized routing applications/software
- Knowledge of routing, mapping and scheduling
- Passing score on a Word/Excel skills assessment
- Ability and willingness to work overtime, rotating shifts including holidays and/or weekends as needed

B. DESIRED

- At least two years' experience in Geographical Information Systems (GIS) routing software

SUMMARY

Ensures that student data and supporting data systems are efficiently used to create and maintain bus route schedules. Trains other transportation staff in the routing and scheduling of student transportation. Ensures the transportation routing software is effectively utilized and serves the needs of the District's students.

Reports to: Director of Transportation

ESSENTIAL FUNCTIONS

- Collect and enter all bus routes and stops throughout the district
- Establish all regular bus routes, schedules and stops
- Develop route maps and directions for bus drivers
- Perform operator level diagnostics and repairs on routing software
- Perform operator level preventive maintenance (including server backups)
- Serve as team leader, including training, for the routing and scheduling of student transportation
- Prepare and maintain operator manuals and guides
- Evaluate and recommend needed changes in the routing process and time frames
- Serve as primary contact with routing software vendor
- Monitor changes in demographics and population within attendance boundaries
- Communicate routing information to parents, school administrators and department personnel
- Maintain bus route and school cross reference lists
- Prepare forms monthly for student load counts, receive compiled data from drivers and prepare a summary of results to be used in route planning

- Supervise the work of assigned schedulers for Special Education, Head Start, Kindergarten, Extended School Services, and other District wide programs
- Assign buses to routes consistent with District policies to ensure corrections of bus overloading and length of ride times.
- Prepare annual Bus Route Locator data to be placed on the internet for use by parents in determining bus schedules for their students
- Develop and implement a system for obtaining the names of students affected by bus or bus stop changes so that schools can receive timely information on which to base student database entries
- Organize and prioritize multiple tasks and meet deadlines while working with frequent interruptions and minimum supervision
- Maintain confidentiality
- Establish and maintain effective working relationships with District personnel at all levels
- Exhibits patience, courtesy and tact when dealing with others
- Promotes and supports district wide educational advancement in 21st Century skills
- Integrates knowledge and skills that are relevant to the 21st Century
- Performs other related duties as assigned

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to communicate clearly, both orally and in writing
- Ability to sustain extended work hours and problem situations
- Ability to understand and carry out written and verbal instructions
- Ability to communicate (verbal and written) effectively including proper phone procedures
- Ability to work alone and as part of a team
- Ability to sit for extended periods of time
- Ability to reach, stoop, twist and bend
- Ability to concentrate for extended periods of time
- Ability to prioritize and organize
- Ability to exercise judgment in accordance with established procedures
- Ability to analyze and problem solve