

# Transportation Routing and Scheduling Assistant

## Position Details

Class Code: 6335

Job Family: Service/Transportation Workers

Classification: Support Professional

Terms of Employment: [Pay Grade 52 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

---

## Position Summary

Under general supervision, serves as primary contact to facilitators, school personnel, and parents/guardians for routing assistance, providing routes, schedules, and customer service for general/special education students.

---

## Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Collects and communicates necessary route data/information regarding designated students' special needs to drivers and field supervisors daily.
2. Prepares publications of student lists, runs, and routes for field supervisors, drivers, and school personnel.
3. Researches, identifies, and resolves special education case management report discrepancies (i.e., invalid addresses, inconsistent information reported, etc.)
4. Performs research for routing/scheduling projects and the Transportation Department.
5. Collects, analyzes, and interprets data (i.e., driver audits, early childhood and case management data reports, pupil transportation stops, run/route reports,

- class lists, Individualized Education Programs (IEP), etc.) related to transportation, driver student removals, and driver requests to move bus stops.
6. Responds to parent/guardian, public, and outside agency complaints/concerns regarding student transportation routes and schedules.
  7. Generates complaints log regarding bus routes, runs, and parent/guardian or public concerns.
  8. Analyzes tier reports to determine slack time for run placements.
  9. Assists Transportation Routing and Scheduling Analysts with the complete breakdown of driver audits, input, review, and evaluation of data entered into student transportation scheduling programs to ensure accuracy of student transportation and driver time statistics.
  10. Communicates with early childhood and case management Information Processors to ensure all required documentation is provided.
  11. Attends various public events (i.e., kindergarten round-ups, annual parent/guardian meetings, magnet school recruitment informational meetings, school open houses, etc.) to provide parents/guardians with transportation information.
  12. Processes Sibling Ride-Along forms; determines eligibility by assessing headcounts, bus configuration, and space availability.
  13. Collects, analyzes, and maintains records concerning extended school year (ESY), alternative education, medical needs, IEPs, Title I Choice, and Title I Homeless Outreach Program for Education (HOPE) transportation.
  14. Communicates with transition specialists regarding community-based instructional (CBI) shuttle requests; maintains the CBI database, processes CBI information (i.e., shuttle dates, number of students/adults, destination, school of departure, times, equipment needed, requestor, and teacher of record) in a timely manner.
  15. Assists Transportation Routing and Scheduling Analysts in collecting data (i.e., run lengths, student requirements, ride-along requests, school bell time linking) and preparing reports to develop specialized runs/routes.
  16. Creates bus stop locations for analysts to assign routes per IEPs and special needs requests.
  17. Prepares publications for schools, parents/guardians, and students regarding changes in bus stop locations, stop times, bus/route numbers, and letters of transportation eligibility.
  18. Conforms to safety standards, as prescribed.
  19. Performs other tasks related to the position, as assigned.
-

## Distinguishing Characteristics

Continuously evaluates student data (i.e., medical, special needs, behavioral, general transportation requests, etc.) for routing and updating transportation routes/schedules using scheduling software.

---

## Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of general office procedures, business machines, and word processing.
2. Knowledge of basic research techniques.
3. Knowledge of computers, operating systems, and work-related software applications.
4. Ability to read and interpret student IEPs, Individuals with Disabilities Education Act (IDEA) Section 504, medical instructions, and special needs transportation scheduling documents.
5. Ability to collect/analyze data and present results in clear, concise reports/summaries.
6. Ability to maintain confidentiality of information.
7. Ability to communicate with people of diverse cultural, educational, and economic backgrounds.
8. Ability to apply established work procedures.
9. Ability to work under pressure, meet deadlines, and shift suddenly to new tasks as priorities change.
10. Ability to maintain accurate records.
11. Ability to concentrate on accuracy of details.
12. Ability to meet predetermined deadlines.
13. Ability to read and understand maps.
14. Ability to promote public relations and deal tactfully/diplomatically with people.
15. Ability to establish and maintain cooperative working relationships with fellow employees.
16. Ability to recognize/report hazards and apply safe work methods.
17. Ability to work flexible hours, shifts, and locations.
18. Ability to take independent action, when required.
19. Ability to plan, organize, and prioritize work with minimal supervision.
20. Ability to read and interpret written/verbal instructions.
21. Ability to work cooperatively with employees, parents/guardians, and the public.

22. Possess physical and mental stamina commensurate with the responsibilities of the position.
- 

## **Position Requirements**

### **Education, Training, and Experience**

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.)
2. Three (3) years' complex clerical experience, and one (1) year of student transportation scheduling.

### **Licenses and Certifications**

A valid driver's license or state-issued identification card.

### **Preferred Qualifications**

1. Experience with Education Logistics, Inc. (EDULOG).
  2. Knowledge of geographic information system (GIS) mapping products.
- 

## **Document(s) Required at Time of Application**

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
  2. Copy of a valid driver's license or state-issued identification card.
  3. Specific documented evidence of training and experience to satisfy qualifications.
- 

## **Examples of Assigned Work Areas**

District facilities, schools, and department offices.

---

## **Work Environment**

### **Strength**

Sedentary/medium - exert force up to 50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

### **Physical Demand**

Frequent sitting, standing, walking, pushing, pulling, carrying, crawling, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, climbing, and

balancing. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near and far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

## **Environmental Conditions**

Varies from a climate-controlled office setting to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

## **Hazards**

Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment.)

---

## **Examples of Equipment/Supplies Used to Perform Tasks**

Computers, printers, telephones, calculators, copy machines, fax machines, filing cabinets/equipment, etc.

---

## **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

## **Job Revision Information**

- Revised: 07/18/23
- Created: 08/01/07