

Transportation Routing and Scheduling Analyst

Position Details

Class Code: 6340

Job Family: Service/Transportation Workers

Classification: Support Professional

Terms of Employment: [Pay Grade 55 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, develops, analyzes, revises, and updates transportation runs, routes, and schedules to maximize safety and operating efficiency.

Essential Duties and Responsibilities

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

1. Develops and updates citywide bus runs and routes across multiple transportation facilities (i.e., special education, magnet, alternative, extended school year, regular programs, etc.); maintains daily computerized records, bus schedules, and logs of time spent on each run.
2. Coordinates bus routes with Clark County School District staff to efficiently accommodate student and program placement.
3. Determines student eligibility for transportation service based on District policies, regulations, and procedures.
4. Collects and communicates necessary route data/information regarding students' special needs to drivers and field supervisors.
5. Conducts field surveys, driver/route audits, and mileage checks to compute time and route efficiency; ensures economical allocation of resources; optimizes stop,

- run, and route information in the transportation Edulog system; reviews driver time change requests; analyzes bus runs and routes, edits and/or splits routes, and initiates action to increase or decrease driver time; prepares and submits time changes as appropriate.
6. Develops run/route billings and maintains mileage logs for specialty programs, (i.e., Title 1 Option, Alternative Education, Education for Homeless Children and Youths, Boys and Girls Program, etc.)
 7. Assists the Transportation Routing and Scheduling Supervisor in collecting data, preparing scheduling reports/studies, and developing runs/routes for bell times.
 8. Measures and establishes X-Y coordinates for schools.
 9. Assists in projecting and preparing cost estimates for bus transportation services.
 10. Assesses changes in zoning and student distribution to recommend route changes; allocates buses and/or drivers accordingly; evaluates transportation safety issues (i.e., construction areas, unsafe bus stops, Office of Civil Rights (OCR) mandates, special education requirements, etc.), as they relate to bus route changes.
 11. Responds to parent, public, and other outside agency complaints/concerns related to student transportation routes and scheduling; maintains log of complaints regarding bus routes and runs.
 12. Conducts presentations and in-service trainings (new drivers and school nurses regarding runs, routes, and transportation of special needs students.)
 13. Prepares publications of bus route maps for parents and students; prepares publications of bus runs/routes and student lists for field supervisors, drivers, and schools.
 14. Conforms to safety standards, as prescribed.
 15. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves developing/updating transportation schedules and driver's runs/routes.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of Commercial Driver's License (CDL) and Department of Transportation (DOT) rules and regulations as they relate to planning driver time and passenger transportation.

2. Knowledge of local, state, federal, and District policies, regulations, practices and procedures, as they relate to student transportation.
 3. Knowledge of District bus schedules and routes.
 4. Ability to read and interpret student Individualized Education Programs (IEP), Individuals with Disabilities Education Act (IDEA) Section 504, medical instructions, and documentation related to scheduling transportation for students with special needs.
 5. Ability to learn practices/procedures related to transportation schedules, runs, and routes.
 6. Knowledge of computers, operating systems, and software applications related to assignment.
 7. Ability to conduct surveys, collect data, and prepare reports.
 8. Ability to develop and update transportation schedules.
 9. Ability to monitor and coordinate daily operation of the Districtwide transportation scheduling system.
 10. Ability to use a Global Positioning System (GPS.)
 11. Ability to meet predetermined deadlines.
 12. Ability to plan, organize, and prioritize work.
 13. Ability to maintain confidential information.
 14. Ability to read and interpret written/verbal instructions.
 15. Ability to interpret student census data files and maps.
 16. Ability to distinguish colors.
 17. Ability to work flexible hours or shifts.
 18. Ability to work cooperatively with employees, parents, and the public.
 19. Ability to recognize and report hazards and apply safe work methods.
 20. Possess physical and mental stamina commensurate with the responsibilities of the position.
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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' experience in student transportation scheduling.

Licenses and Certifications

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

Preferred Qualifications

1. One (1) year of supervisory experience.
 2. Three (3) years of ZONAR, EDULOG, and Central 2K experience.
 3. Associate degree with emphasis in management information systems or business.
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Document(s) Required at Time of Application

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

District Transportation Department and travel to and from schools.

Work Environment

Strength

Heavy – exert force of 50-100 lbs., occasionally; 25-50 lbs., frequently; or 10-20 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, handling, repetitive fine motor activities, pushing, pulling, and reaching; occasional stooping, crouching, and kneeling. Hearing and speech to communicate in person, via video conference and computers, over the telephone, and via radio. 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. Vision: Frequent near and far acuity, depth perception, focal length change, 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, typewriters, copy machines, fax machines, telephones, various maps, calculators, GPS, 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: 06/21/23
- Created: 07/01/88