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, analyses, revises, and updates transportation runs, routes, and schedules for safety and maximum operating efficiency.

Essential Duties and Responsibilities

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

1. Develops and updates routes for multiple transportation facilities for citywide bus runs and routes (i.e., special education, magnet, alternative, extended school year, and regular programs, etc.); maintains daily-computerized records, bus schedules, and 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 and information related to special needs of designated students to drivers and field supervisors.
5. Conducts field surveys, driver/route audits, and mileage checks to compute time, efficiency of routes, and ensure economical allocation of resources; optimizes stop, run, and route information in the transportation Edulog system; reviews driver requests for time change; analyses 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 and preparing reports and studies related to transportation scheduling; assists the routing and scheduling supervisor in developing runs and routes for bell times.


9. Assists in the projection of bus transportation services; prepares cost estimates for transportation services.

10. Assess changes in zoning and student distribution to recommend route changes, buses and/or bus drivers to accommodate accordingly; analyses and evaluates transportation safety issues (i.e., construction areas, unsafe bus stops, Office of Civil Rights (OCR) mandates, special education requirements, etc.), as it relates to bus route changes.

11. Responds to parent, public, and other outside agency complaints and concerns related to student transportation routes and scheduling; maintains log of complaints regarding bus routes and runs.

12. Conducts presentations and in-service training (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.

Distinguishing Characteristics

Involves developing and updating of transportation schedules and driver’s runs and 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 the planning of driver time and passenger transportation.
2. Knowledge of the local, state, federal, and District policies, regulations, practices and procedures, as they relate to student transportation.
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 and 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 GPS (Global Positioning System).
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 and oral 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.
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 the scheduling of pupil transportation.

Licenses and Certifications
1. A valid driver’s license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
   License must be maintained for the duration of the assignment.
2. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.

Preferred Qualifications
1. One (1) year of supervisory experience preferred.
2. Three (3) years of ZONAR, EDULOG, and Central 2K experience preferred.
3. Associates degree with emphasis in computerized management information programs or business.
4. Possess physical and mental stamina commensurate with the responsibilities of the Position.
5. Possess personal characteristics, including but not limited to poise, perspective, integrity, flexibility, and personal appearance necessary for success in the Clark County School District.

Document(s) Required at Time of Application
1. High school transcript or other equivalent, (i.e., GED, foreign equivalency, etc.).
2. A valid driver’s license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
3. Copy of current driving history (dated within six (6) months from date printed) issued by the Department of Motor Vehicles.
4. Specific documented evidence of training and experience to satisfy qualifications.
Examples of Assigned Work Areas

Clark County School District Transportation Department and travel in traffic to and from schools.

Work Environment

Strength
Medium/Heavy - Exert force 50-100 lbs., occasionally; 25-50 lbs., frequently; or 10-20 lbs., constantly; or a negligible amount of force to frequently lift, carry, push, pull, lift, or move objects.

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, over the telephone, and radio. Vision: Frequent near and far acuity, depth perception, focal length change, and color vision. Vision to read printed 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
District-issued/personal vehicles, computers, printers, typewriters, copy machines, fax machines, telephones, various maps, calculators, GPS (Global Positioning System), etc.

AA/EOE Statement
This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.
Job Revision Information

- Revised: 09/28/20
- Created: 07/01/88