



Job Title: **Routing Analyst**

Department: **Transportation**

Supervisor: **Director of Transportation**

Lane Placement: **ESP Lane 7**

Schedule: **8 hrs / 242 days** Evaluation Group: **JCES 12**

FLSA Classification: **Non - Exempt**

JOB DESCRIPTION

Under the supervision of the Director of Transportation and Route Coordinators, the Routing Analyst develops implements and produces schedules for transportation routing and scheduling. Develops routes and schedules for traditional, year-round, summer school busing needs and monitors schedules for accuracy and completeness for best operating efficiency. Verifies route conditions by conducting field inspections. Prepares hazardous route information for presentation to administration and Board of Education. Assists in completing the annual State Routing Report checking for accuracy and routing details. Incumbent coordinates and directs transportation assistants in work assignments and quality.

ESSENTIAL FUNCTIONS

- Manages computerized routing and scheduling for regular and special education transportation as well as activities (i.e., program transfers, opening of schools, altering school schedules, determining boundaries and bell times, etc.).
- Coordinates transportation optimization of bus stops, runs and routes for regular and special education students as prescribed by the Utah State Standards for School Bus Operations.
- Coordinates school schedules with school administrators.
- Trains department staff and other district employees to use databases which support the computerized routing and scheduling system.
- Evaluates and makes decisions on special requests (i.e., stop locations, number of students being transported, space available requests and determines services to meet requests).
- Determines student eligibility for transportation based on State and District policies, regulations, procedures and standards.
- Responds to parent and public complaints and concerns related to student transportation, routes and scheduling.
- Analyzes bus run and routes, edits and/or splits routes and initiates action to increase or decrease driver time for payroll purposes.
- Conducts field surveys 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's request for time change; analyzes bus runs and routes, edits and/or splits routes and indicates action to increase or decrease driver time; prepares and submits time changes as appropriate.
- Assess changes in zoning and student distribution to recommend route changes, buses and/or bus driver to accommodate accordingly; analyzes and evaluates transportation safety issues (e.g. construction areas, unsafe bus stops, Office of Civil Rights (OCR) mandates, special education requirements, etc.), as it relates to bus route changes.
- Assists in long-term planning and forecasting of routing and scheduling to accommodate new schools, educational programs and special activities.
- Tracks special needs nurses assigned to special needs buses.
- Provides input to the director regarding evaluation of assigned staff.

- Conforms to safety standards as prescribed by the Utah State Standards for School Bus Operations.
- Requires frequent interaction with Information Systems staff, Edulog support staff, District Administrators, principals and school staff. Interacts on an as-needed basis with parents, city, county and other employees.
- Verifies maps and driver route reports.
- Assists in completing State reports on routing details.
- Assists route coordinators and the transportation Director to plan and prepare hazardous route information for presentation to the administration and Board of Education. Trains other staff members in hazardous route clerical work.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

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| <ul style="list-style-type: none"> • This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position. • To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. • The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required. • Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. |
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QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Requires High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- Requires two years of successful job related experience with demonstrated competence. Experience as a school bus driver preferred.
- Previous supervisory experience preferred.
- Must possess a valid Utah Driver License. Commercial Driver License with proper endorsements required.
- Requires one year of training in word processing, spreadsheets, specific computer equipment and programs specific to transportation.
- Requires appropriate knowledge and skills for hardware/software troubleshooting, learning new software/hardware applications and ability to assist users and understand their needs.
- Must have operational knowledge of bus transportation system.
- Must be skilled in the use of the EDULOG routing system.
- Requires ability to make recommendations and decision regarding route changes within preset guidelines.
- Requires ability to prioritize own work and set and meet deadlines.
- Requires good interpersonal skills.
- Requires ability to lift minimum of fifty (50) pounds.
- Requires ability to sit, stand, walk; uses arms and hands to reach and hold; hands and fingers to grasp and feel.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---*Not limited to the following:*

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
 - Requires the ability to lift a minimum of ten (10) pounds.
 - Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.
- Note:** *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented*

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 6/9/2020