

## Job Description

<b>Job Title:</b>	Transportation Routing Specialist
<b>Grade Level/Terms of Employment:</b>	Grade 113/12 Month (260 days) Contract
<b>FLSA Status:</b>	Non-exempt
<b>Work Location:</b>	Transportation Department
<b>Immediate Supervisor:</b>	Supervisor of Transportation

### **General Description:**

The Transportation Routing Specialist helps increase the efficiency and on-time performance of RPS bus routes. The Routing Specialist also provides exemplary customer service to families and schools regarding student transportation.

### **Essential Duties and Responsibilities:**

- Plans and implements RPS' computerized transportation routing system
- Analyzes complex factors and data related to vehicle capacity, timing, road systems and safety concerns in order to develop school bus routes and schedules
- Performs physical audits of routes as necessary for efficiency and effectiveness
- Verifies student data related to routing and prepares reports; studies and analyzes data for division and department use
- Works closely with external vendors that provide special transportation services
- Prepares and distributes stop information annually to parents of all division students
- Analyzes and implements stop and route changes as requested
- Provides stakeholders updated route sheets, as changes are made
- Makes recommendations and assists supervisors with all aspects of transportation planning
- Maintains records, routes, maps and data pertaining to routing
- Provides analysis and recommendations for walk and transportation boundaries as required
- Maintains a working knowledge of computer-based software; works closely with Technology Services to maintain the system, networks, and backups
- Trains Transportation staff and school-based personnel on routing, as needed
- Works closely with other divisions, county/city transportation departments, state and local officials, and the public on issues related to routing
- Plans daily activities with data entry operator
- Performs other duties as assigned

### **Qualifications:**

- High school diploma or its equivalency with at least two years of experience in pupil transportation planning and routing
- Possess excellent interpersonal, communications, and organizational skills
- Bilingual skills to include Spanish, preferred
- Ability to exercise tact, and demonstrate good judgment and initiative in the completion of assignments
- Possess a willingness and ability to adjust to change and learn new tasks and responsibilities
- Ability to work independently with minimum supervision

- Ability to work in a cooperative and collaborative manner with all employees, school administration, and business and community representatives
- Ability to work under pressure and meet multiple deadlines
- Efficient in the use of Microsoft Word, Excel, and skilled in using internet-based applications