



COORDINATOR, TRANSPORTATION ROUTING AND ANALYTICS

GENERAL RESPONSIBILITIES

Under the leadership of the Director of Transportation, the position is responsible for facilitating the safe, efficient and economical routing of school bus transportation. As part of this process, the position is responsible for coordinating the routing team, auditing routes to ensure on-time performance, analyzing and advising senior leadership on the potential impact of student ridership, new programs, and new housing developments, while optimizing the use and efficiency of critical school bus resources. This position also oversees the charter bus approval program.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Plan, coordinate and maintain bus routing schedules; conduct regular audits to ensure drivers are following their assigned routes without deviations.
- Work with the transportation systems specialist to ensure the effectiveness of routing software and bus devices such as GPS, to generate data to ensure safety, optimization of routes and efficiency, and cost savings for the school division.
- Analyze complex factors and data related to vehicle capacity, timing of routes and safety concerns to develop efficient bus routes and schedules; ensure routes do not exceed student capacity for each school bus.
- Develop and implement safe school bus stop placements in accordance with state and local regulations.
- Conduct periodic on-site review of bus routes to include stops, turnaround points, driving time, mileage, bus loads and schedules.
- Perform on-road observations of school bus drivers, bus stops and correct any unsafe situations.
- Evaluate all bus stop change requests and recommends approval or disapproval following established criteria.
- Supervise assigned staff.
- Work with transportation area supervisors to address any routing issues.
- Resolve and/or recommend solutions to complaints, and concerns.
- Coordinate with area supervisors to ensure all bus routes are reviewed annually per Virginia Department of Education regulations.
- Oversee the preparation of the annual state DOE report.
- Monitor road construction, restrictions, etc.
- Recommend school bus assets based on size/capacity on routes as needed to maintain efficiencies.
- Provide analytical reports to senior staff in a timely manner as requested.
- Promote public relations with the community and schools; confer with parents and citizens concerning pupil transportation routing issues; provide stakeholders updated route sheets, as changes are made.
- Assist building administrators with bus scheduling and charter bus concerns.
- Work collaboratively with other divisions, county/city transportation departments, state and local officials, and the public on issues related to routing.
- Remain current on state and federal regulations.
- Contribute to the annual review of the Bus Driver's Operations Manual and update as needed.
- Serve on the School Boundary Committee.
- Attend school board meetings as required.
- Perform related work as required.



KNOWLEDGE, SKILLS, AND ABILITIES

Must have an extensive knowledge of the principles and practices of school transportation. Must have a comprehensive knowledge of the hazards and safety precautions of large-scale operations, and business practices applicable to transportation. Knowledge of laws, codes, rules, policies and regulations relating to pupil transportation particularly as it applies to routing requirements and procedures. Must have the ability to plan and supervise the work of others and establish and maintain effective working relationships with school officials, associates, parents, and the public. Must have the ability to work both independently and cooperatively, organize work, set priorities, work under pressure and meet multiple deadlines. Must have the skills necessary to communicate in both oral and written format and handle various situations with diplomacy. Must have excellent analytical and problem-solving skills and be skilled in the use of Microsoft Word, Excel, and transportation routing software.

EDUCATION AND EXPERIENCE

Required: Extensive experience in pupil transportation routing, database management, and the field of transportation management.

Preferred: Bachelor's Degree

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, fingering, and driving. Occasional walking, standing, bending, climbing, grasping, repetitive motion, and reaching. Work involves moderate exposure to unusual elements such as fumes, smoke, extreme vibrations, hazards such as moving vehicles, moving mechanical parts, etc. and/or loud noises. Ability to lift 20 pounds rarely. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.

Regular and reliable attendance is an essential function of this position.