

Coordinator III, Transportation Routing and Scheduling

Position Details

Job Code: U7402

Reference Code: A078

Division/Unit: Operational Services

Classification: Professional-Technical

Terms of Employment: [Step 40 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions as the responsible administrator to ensure effective, accurate, and timely routing of pupils to/from schools and other Clark County School District sponsored activities. Additionally, this position will monitor all routing personnel to verify, confirm, and process transportation requests in a financially sound manner. This position is directly responsible to Director IV, Transportation Department, Operational Services Unit (OSU).

Essential Duties and Responsibilities

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

1. Performs routine route analysis and planning for new and/or additional routes. Troubleshoot and resolve routing and scheduling conflicts and service issues. Evaluates all aspects of the Districts' existing routes, including bell times, to ensure the transportation activities are completed efficiently and within regulatory requirements.
2. Manages driver seniority tracking, new school year route bidding, and the continuous bidding process throughout the school year.

3. Supervises the coordination of student data from the District's main database into the Transportation database each night and verifies proper processing of eligibility for transportation, stop assignment, and effective dates.
 4. Coordinates Global Positioning System (GPS) data obtained from the District's school bus fleet each day to update the "speed by time of day" network to effectively track on-time service, maintain the efficient tiering of school runs, and improve public information.
 5. Communicates with administrators, personnel, and outside organizations to coordinate transportation related activities, resolve issues and routing conflicts, and exchange information.
 6. Coordinates and verifies compliance of services for students with Individualized Education Program (IEP) and medical need requirements.
 7. Creates and presents assessment presentations, driver in-service training and other such presentations, videos and/or memorandums.
 8. Generates a variety of cost analysis reports; analyzes and responds to transportation data requests; and initiates queries, compile information, analyze existing data, process reports, and manipulate data, as appropriate.
 9. Seeks to maximize efficiency of all routes, drivers, and aides with emphasis on special needs services by accurately projecting growth, utilizing bell time offsets, and modifying bus configurations.
 10. Coordinates and participates in departmental functions such as cost analysis, development of cost/billing schedules, impact studies involving new schools/zoning changes and develops projections for future year planning for review and action to the Director IV.
 11. Prepares cost savings recommendations related to consolidating routes, adjusting school bell times, and balancing route numbers assigned to each transportation location.
 12. Performs a variety of analytical studies related to the development and implementation of data analysis practices; evaluates alternative methods, makes recommendations, and prepares technical reports.
 13. Provides updated statistical reports and information. Develops comparative analysis studies based upon a wide variety of parameters to help identify areas requiring improvement and/or potential cost savings. Presents reports and findings periodically to Transportation Director IV to evaluate budgetary impacts.
 14. Conforms to safety standards, as prescribed.
 15. Supervises and evaluates the performance of assigned staff.
 16. Performs other duties related to the position, as assigned.
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Position Expectations

None specified.

Position Requirements

Education and Training

An earned bachelor degree from an accredited college or university in a related field or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

None specified.

Experience

1. Satisfactory service in corresponding or related positions or five (5) years of successful supervisory experience related to the administrative position.
2. Three (3) years of progressively responsible experience using a Geographic Information System (GIS) with passenger operations or transportation planning.

Preferred Qualifications

None specified.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

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, or 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: 06/16/22
- Created: 07/15/21