

Transportation Routing and Scheduling Supervisor

Position Details

Class Code: 6350

Job Family: Service/Transportation Workers

Classification: Support Professional

Terms of Employment: [Pay Grade 58 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under administrative direction, plans, develops, implements, coordinates, evaluates, administers, and manages transportation routing/scheduling operations.

Essential Duties and Responsibilities

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

1. Assists Transportation Routing and Scheduling Analysts in managing computerized routing/scheduling for general/special education transportation.
2. Coordinates optimization of bus stops, runs, and routes for general/special education students.
3. Coordinates computerized routing and scheduling activities (i.e., program transfers, opening schools, altering school schedules, etc.), with education divisions.
4. Coordinates school schedules and boundaries (i.e., walk, attendance, hazards, late activities, etc.), with school administrators and the Demographics, Zoning, and Geographic Information Systems (DZG) Department.
5. Trains department staff and other Clark County School District employees in the use of databases to support the computerized routing and scheduling system.

6. Develops, implements, coordinates, evaluates, supervises, administers, and manages transportation routing and scheduling activities.
 7. Evaluates special requests (i.e., adding stops between designated streets, calculating number of students being transported, plotting student locations in a particular boundary, etc.), or unique projects (i.e., darkness busing, simulation of different bell times, double sessions, etc.), and determines which programs will be run to meet objectives.
 8. Determines student eligibility for transportation based on District policies, regulations, and procedures.
 9. Acts as liaison between the Transportation Department, parents, schools, administrative offices, appointed/designated committees, and the DZG office.
 10. Responds to parent, administrator, and public complaints/concerns related to student transportation, routes, and scheduling.
 11. Oversee and analyzes the efficiency of bus runs/routes, edits/splits routes, and initiates actions to increase/decrease driver time for payroll purposes.
 12. Assists in long-term planning and forecasting of routing/scheduling to accommodate new schools, educational programs, and special activities.
 13. Conducts, coordinates, and manages routing/scheduling personnel and the Geographic Information System (GIS) Analyst I.
 14. Oversees data input, output, and maintenance of database files, including students, boundaries, school locations, bell times, drivers, stops, runs/routes, and directions.
 15. Coordinates bell times with other departments.
 16. Prepares cost estimates for transportation services.
 17. Develops daily staff schedules to ensure the most current and accurate computer output.
 18. Assists in researching and solving computer hardware/software problems.
 19. Trains, supervises, directs, and evaluates assigned staff.
 20. Conforms to safety standards, as prescribed.
 21. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves managing, developing, implementing, scheduling, maintaining, and monitoring computerized routing/scheduling program and support activities.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of student transportation laws, policies, regulations, and procedures.
 2. Knowledge of commercial driver's license (CDL) and Department of Transportation (DOT) rules/regulations as they relate to planning driver time and passenger transportation.
 3. Knowledge of local, state, federal, and District policies, regulations, practices, and procedures as they relate to student transportation.
 4. Knowledge of computerized transportation routing and scheduling systems.
 5. Knowledge of computerized Geographic Information Systems (GIS.)
 6. Ability to learn ZONAR (personnel time reporting system.)
 7. Ability to learn Central 2K (Centralized Administrative Personnel Information Tracking and Route-Tiering system.)
 8. Ability to learn the Windows Server operating system.
 9. Ability to operate/interpret a Global Positioning System (GPS) device.
 10. Ability to survey, collect, compile, analyze, and interpret data for reports.
 11. Ability to meet predetermined deadlines.
 12. Ability to interpret policies, regulations, practices, and procedures; communicates with staff and the public regarding transportation.
 13. Ability to use various computer and software applications.
 14. Ability to plan, organize, and prioritize work.
 15. Ability to develop, implement, evaluate, and administer performance expectations.
 16. Ability to work rapidly with names, codes, and symbols.
 17. Ability to read and interpret written and/or verbal instructions.
 18. Ability to investigate and resolve problems.
 19. Ability to develop and coordinate activities with schools/departments.
 20. Ability to supervise and evaluate employees.
 21. Ability to distinguish colors.
 22. Ability to work flexible hours or shifts.
 23. Ability to promote public relations and work diplomatically with administrators, employees, and the general public.
 24. Ability to recognize and report safety hazards and apply safe work methods.
 25. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.)
2. Five (5) years' experience in a student transportation setting which includes two (2) years' experience using a computerized routing and scheduling system, including advanced EDULOG training.

Licenses and Certifications

A valid driver's license or state-issued identification card.

Preferred Qualifications

1. Windows Server experience.
 2. EDULOG or comparable computerized routing and scheduling system experience.
 3. ZONAR or comparable computerized personnel time reporting system experience.
 4. Central 2K or comparable computerized centralized administrative personnel information tracking and route-tiering system experience.
 5. Associate's degree with emphasis in business.
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Document(s) Required at Time of Application

1. Copy of a valid driver's license or state-issued identification card.
 2. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
 3. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

District facilities, Transportation department, offices, and schools.

Work Environment

Strength

Medium/heavy - exert force of 50-100 lbs., occasionally; 25-50 lbs., frequently; or 10-20 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, climbing, handling, reaching, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Vision: Frequent near and far acuity, focal length change and color vision. Vision to read printed and online 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 moderate noise intensity levels 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

Computers, printers, copy machines, surveying equipment, calculators, fax machines, telephones, etc.

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, 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: 06/22/23
- Created: 11/13/97