



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Route Planner Lead**
 Job Family: **Transportation**
 Prepared/Revised Date: **May 11, 2016**

FLSA Status: **Non-Exempt**
 Pay Range: **TP47H**
 Job Code: **50404**

SUMMARY: Lead the routing team in overseeing the development of a safe and cost efficient transportation system for all eligible students. Assist in planning the bell schedules, the placement of District programs, and in determining school and program boundaries. Maintain the District's routing software and databases.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

<i>Description of Job Tasks</i>	<i>Frequency</i>		<i>% of Time</i> On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
	Daily = D	Weekly = W	
1. Plan individual bus stops and develop transportation to and from each program site to the required destination with consideration to safety, cost efficiency, school times, and student's needs.	D		12%
2. Determine eligibility of students and assign appropriate transportation based on local, state and federal laws, and Poudre School District and Transportation Department policies and procedures. Maintain confidential student records relating to the needs of transported students.	D		10%
3. Maintain, troubleshoot, and backup the District's routing software. Act as a liaison between the Transportation Department, the routing software vendor, and the District's Information Technology Department to resolve issues related to the department's computer routing system and the sharing of data with the routing system and other district software.	D		9%
4. Maintain detailed records and communicate with bus drivers, parents, school staff, community members, and transportation supervisors regarding updates in students being transported, students' needs, bus stop locations, and driving directions and times.	D		8%
5. Coordinate and delegate routing tasks to team as needed.	D		8%
6. Attend work and arrive in a timely manner.	D		1%
7. Address parent, driver and community concerns and inquiries about the location of bus stops, stop times, and attendance areas. Provide bus route information to Communications Department for publication at the start of the school year.	W		8%
8. Update the geographical and boundary information in the routing software to reflect changes in the community and the District.	W		7%
9. Develop cost estimates related to proposed changes in the transportation system due to changes in district or departmental policies or procedures.	M		7%
10. Coordinate with schools and departments to develop guidelines, determine costs, and design transportation for site-based programs.	Q		10%
11. Assist the Training Department with instruction on mapping, following route instructions, and Early Childhood Education policies and procedures.	Q		3%



12. Produce maps and assist in the planning of school and program boundaries and the placement of district-wide programs.	Q	3%
13. Work with schools and district administration to determine optimal bell schedules based on school needs and transportation efficiencies. Maintain all official boundary descriptions and supervise the review and development of official boundary maps. Act as an advisor with the District Boundary Committee.	A	10%
14. Perform other duties as assigned.	Ongoing	4%
	TOTAL=	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent, plus specialized technical courses in GIS and/or computer operations required
- At least one year of experience in school bus operations and in working with GIS programs

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Must be 21 years of age and obtain a Commercial Driver’s License (CDL) Class B with P2 and S endorsement within 60 days of hire
- First Aid certification required within 60 days of hire
- Must meet District driver insurability requirements
- Pass Department of Transportation (DOT) physical
- Successful completion of the District approved physical strength and agility test is required prior to hire

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Understanding of GIS systems
- Knowledge of computer networking
- Customer service and public relations skills
- Critical thinking and problem solving skills
- Bilingual oral and written communication skills desired
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Knowledge of state and federal laws, and District policies and departmental practices related to student transportation
- Understanding of GIS systems
- Knowledge of computer networking
- Strong geographical knowledge of the Poudre School District and surrounding areas
- Successful completion of the District approved physical strength and agility test is required prior to hire
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with District software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of graphical information systems preferred at hire



- Operating knowledge of computer routing software preferred at hire
- Ability to safely operate a school bus

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

- Responsible for assisting with: interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; and addressing complaints and resolving problems
- Responsible for supervising the behavior and well-being of students while loading, transporting, and unloading from the bus

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feed				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds		X		
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy				X
Coordinate				X
Instruct			X	
Compute				X
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile				X
Negotiate				X



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	x			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	