



## 1607 ROUTE PLANNING COORDINATOR

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### **Classification Summary**

Performs original route planning and modification for the District's regular bus and kindergarten routing program. Coordinates the special education routing service to provide mandated transportation for the handicapped students in the District.

### **Distinguishing Characteristics**

Distinguished by the requirement to develop and coordinate student transportation routes, and to maintain interdepartmental and community contact.

### **Supervisory Relationships**

Reports to the Route Planning Supervisor. May provide technical guidance to other department staff. Provides technical direction and guidance to Bus Drivers.

### **Examples of Duties**

1. Provide coordination between the District Special Education department, instructional personnel, transportation personnel, and parents for the purpose of transporting special students.
2. Independently make decisions to place new, moved, or reassigned students in the routing system. Make all necessary route modifications to accommodate changes.
3. Plan and develop new special education and regular bus routes in response to changing student or curriculum needs under the guidance of the Route Planning Supervisor.
4. Modify and initiate special education transportation route changes daily according to student attendance, location, drop off and pickup time, and school destination.
5. Dispatch assignments for early dismissals from schools; modify daily route configurations to accommodate releases at one or more schools.
6. Train and orient special education drivers to new stops; insure all route changes and times are safe and within projected timelines.
7. Schedule, assign work, and assess billing for special education extra assignments including swimming, vocational worksite shuttle, and orthopedic therapy.
8. Provide training in proper methods of stop execution, turnarounds, loading and unloading, transfer procedures, and control of students.
9. Assess and evaluate effectiveness of route plan and troubleshoot driver related and structural routing problems
10. Conduct employee evaluations for bus driver job performance with specific recommendations through the Route Planning Supervisor to the Assistant Transportation Manager for improvement, advancement, or discipline.
11. Update computer data base of special education students; maintain accurate records on home address, parents, case managers, and physical needs requirements (i.e., car seats, wheelchairs, or harnesses).
12. Provide weekly route assignment reports; prepare computer printouts or reports to comply with legal requirements or as requested.
13. Perform emergency relief bus driving as assigned.
14. Maintains regular and prompt attendance.
14. Performs other related duties as assigned.

### **Required Knowledge, Skills and Abilities**

1. Thorough knowledge of logistics and demographics with an emphasis on population trends in urban growth.
2. Thorough knowledge of the methods and legal requirements of District transportation for general population and special education students.

3. Ability to work independently and provide routing guidance to Drivers and Dispatcher.
4. Ability to interact with, and establish and maintain effective working relationships between District staff members and parents of special education students.
5. Thorough knowledge of the geographic region, school locations, District bus routes, and transportation equipment.
6. Ability to operate current office technology and equipment (e.g., computer systems, fax, copiers, etc.)
7. Highly developed oral and written communication skills. Ability to coordinate multiple projects simultaneously. Ability to work under pressure of deadlines and frequent interruptions.
8. Ability to operate all District vehicles at a fully functional level and ability to operate wheelchair lifts.

**Minimum Qualifications for Class Entry**

1. Possession of a valid State of Oregon School Bus Driver's license.
2. Five years' Pupil Transportation experience with part of this time driving special education bus routes and part in planning, scheduling, or dispatching.
3. Some college level course work in Geography or Urban Planning is preferred.

**Work Environment**

Work is performed in the administrative offices of the transportation department. Assignments may include riding on or driving busses, and operating wheelchairs lifts.