



**Board of Education of the City of St. Louis**  
**CAREER OPPORTUNITY**

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<b>Position Title:</b>	Transportation Routing Specialist
<b>Payroll/Personnel Type:</b>	12 Month
<b>Job #:</b>	6519
<b>Reports to:</b>	Routing Manager and Director of Transportation
<b>Shift Length:</b>	8 Hour Day
<b>Union Eligibility:</b>	Not Eligible

**Position Summary:**

This position is responsible for developing and maintaining computerized optimal routing solutions and schedules following established guidelines. Conducts computer simulations and provides tabular and graphical information for rezoning and school attendance zones.

**Essential Functions:**

- Uses routing software to develop and maintain a computerized database of school bus routing and scheduling information. Updates and maintains a student database to generate schedules, stops, runs, and routes information. Schedules field trips, shuttles, charters, and after-school activities.
- Reviews and revises regular and special education student bus routes and schedules. Maintains optimal efficiency of operation and use of buses and drivers.
- Provides routing lists, driver's directions, and student rosters for schools, vendors, drivers, managers, and the public as required.
- Print out bus letters and bus manifests for schools.
- Supports transportation by using computer software to create and evaluate various routing and scheduling options given various constraints such as fleet size, bell times, safety hazards, and budget constraints.
- Assists department officials in responding to parental concerns by providing information on bus stops, times, and runs.
- Employs routing software to conduct projections, simulations, and studies as directed, including providing system-generated information to assist in the budget development process.
- Conducts daily system and database maintenance functions.
- Establish and manage acceptable run time length.
- Manage and monitor appropriate student ridership for bus load capacities.
- Performs comparative analysis (actual vs. scheduled) and resolves discrepancies.
- Performs the duties and responsibilities of the Transportation Specialist.
- Models nondiscriminatory practices in all activities.
- Performs other duties as assigned.

**Knowledge, Skills, and Abilities:**

- Ability to work overtime, weekends, or late hours, if necessary.
- Ability to speak clearly to communicate.
- Ability to operate a personal computer and Microsoft Office products to include Word and Excel required. Must have a detailed understanding of transportation algorithms.
- Must be able to handle frequent interruptions and deadlines to include changes in schedules due to special student activities including early dismissal, etc. Ability to sit or stand for long periods. Ability to reach, bend, and stoop.
- Excellent communication skills necessary to positively interact with the students and staff members.

