



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

Position Title:	Transportation Routing Supervisor
Payroll/Personnel Type:	12 Month
Job #:	6521
Reports to:	Director of Transportation
Shift Length:	8 Hour Day
Union Eligibility:	Not Eligible

Position Summary:

The Transportation Routing Supervisor oversees a system of safe and efficient school bus route planning and scheduling for student transportation to and from school and school events. The Transportation supervisor supervises the Routing Specialists and performs tasks related to the work of the routing specialists. The nature of the work requires adherence to policies, procedures, and regulations. Independent decision-making is required in matters not having established policies, procedures, and regulations.

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.
- Plans, prioritizes, assigns, and oversees the work of the Routing Specialists. Inspects routing staff methods and practices for quality control, efficiency, and optimization.
- Serves as department routing liaison to the public. Receives and follows up on complaints and issues while recommending corrective action to bring resolution
- Reviews and revises regular and special education student bus routes and schedules. Maintains optimal efficiency of operation and use of buses and drivers.
- Provides backup to Transportation Specialists and fills in when necessary.
- Adjust routes in response to program needs, student transportation attendance, student enrollment, roadwork, and parent/school concerns. Communicate with impacted drivers, school personnel, students, and families.
- Provides routing lists, driver's directions, and student rosters for schools, drivers, managers, and the public as required.
- Manages all Mid-day trips, shuttles, field trips, charters, and after-school activity trips and scheduling.
- Print out bus letters for schools and manifests.
- 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 the Director of Transportation 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.
- Ensures data integrity by maintaining accurate and complete records.
- 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.



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- 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.
- Must demonstrate creative problem-solving, the ability to discern routing problems before they occur, and provide solutions that meet disparate needs.
- Excellent communication skills necessary to positively interact with the students and staff members.
- Ability to establish and maintain harmonious working relationships with co-workers, other school division personnel, and the general public.

Experience:

- Ten years of school bus routing experience, and at least three years in a routing supervisory position. Prior experience with school-aged children is preferred.
- Must be proficient on the district's transportation routing software.
- Must be at least 21 years of age.

Education:

- High School Diploma, or GED required
- Some College Degrees are preferred. High School Diploma, or GED.

Physical Requirements:

- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Clarity of vision at 20 feet or more and 20 inches or less, bring objects into sharp focus and see up and down or to the right or left while fixed on a point
- Must possess a valid driver's license
- Must be physically able to operate a motor vehicle

Working Conditions and Environment

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

