



T U L S A

PUBLIC SCHOOLS

Job Title: Route and Scheduling Supervisor

Department: Transportation
Reports To: Assistant Director of Transportation
Grade: CA-15
Number of Days: 12 Months
Security Access: Transportation
Current Date: November 21, 2016
Overtime Status: Non-Exempt

Job Objectives: Manage Routing and Scheduling Department

Minimum Qualifications:

- Verifiable management experience
- High school diploma
- Excellent organizational and time management skills.
- College preferred.
- Must be able to prioritize, problem solve, plan and coordinate work schedules.
- Must have written and verbal communication skills.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Using available information that includes electronic routing tools to create safe school routes indicating passenger pick-up and drop-off points.
- Work with the Routing Team to ensure that all unnecessary routes and buses are eliminated from the system and system is properly updated.
- Responsible for inclement weather operations, stop checks, supervisor on call duties, and accident investigations.
- Research a network of alternative forms of transportation (i.e., taxicabs) to transport isolated, distant students that cannot be accommodated by existing bus routes.
- Develop and implement, upon approval, a comprehensive pairing plan.
- Develop and implement a systematic summer school routing system.
- Develop and teach proper data information processing methods and procedures to routing team, and school administrators.
- Assist Transportation Director in budget preparation and compliance.
- Communicate professionally and effectively with parents, school officials and staff to resolve issues relating to transportation.
- Review routing documents and related materials (eg, maps, GIS, GIS data).
- Responsible for compiling route analysis reports and spatial analysis mapping.
- Provide professional and technical training for Routing Department Staff.
- Audit bus routes to ensure they are in compliance with federal, state and local board policies, department guidelines, procedures and generally accepted safety practices.

- Handle customer service calls and complaints.
- Prepare reports as required.
- Oversee various assigned computer-programming tasks.
- Perform other duties as assigned.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Must possess a broad working knowledge of Microsoft Office and Versatrans RP Software or other routing software.
- Willing to obtain additional training in the use and installation of hardware /software required.
- Flexibility to work extended hours to complete departmental programs.

Supervisory Responsibility:

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

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