

## TRANSPORTATION ROUTER

### DEFINITION

Plans and develops routes for student and other transportation needs.

### TYPICAL DUTIES

Selects bus stops and bus stop sequence for student routing according to factors of geography, riding times, and route crossover.

Performs maintenance of route records in a computerized routing system including pupil additions and deletions; and updates student information changes, transfers, and transportation needs.

Makes route recommendations to provide maximum and efficient utilization of buses (minimal number of buses), route length (shortest route using Transportation Services Division guidelines), traffic pattern variability, and ride times.

Assigns students according to eligibility, service requests, and bus availability.

Performs operations using the computerized routing system, such as:

- Edit routing and map information

- Design and modify vias on routes

- Match students' addresses to the system's map

- Review, research, and correct student data on exception reports

- Ensures that routing-related data such as calendars, bell schedules, stops, and school track information is accurate

- Develop reports related to equipment utilization

- Maintain a listing of routes, schedules, and student rosters

- Troubleshoot difficulties encountered by users and provide necessary follow-up and resolution assistance.

Assesses impact of route revision to ensure compliance with District-established routing guidelines. Contacts regional offices to ensure new Special Education students are transported within mandated time limits.

Works cooperatively with Transportation Planners and Area Bus Supervisors to ensure compliance with policies and procedures governing routes and schedules.

Responds to calls from regional transportation staff, parents, school personnel and Transportation Services Division administrative staff as needed.

Assists with route audits.

Provides assistance with developing bus driver bid materials.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Transportation Router plans and develops routes for student and other transportation needs within a geographical region of the District.

A Transportation Routing Center Supervisor oversees the planning, developing, and coordination of centralized transportation routing and scheduling operations for the District.

A Transportation Routing Assistant drives a bus to check time and verify the practicability of planned routes. Assists in reviewing bus routes, schedules, and rosters for the transportation of students and completes a variety of forms and related paperwork.

## SUPERVISION

General supervision is received from the Transportation Routing Center Supervisor.

## CLASS QUALIFICATIONS

### Knowledge of:

- California Vehicle Code
- Bus Drivers' Manual of the Los Angeles Unified School District
- Routing Resources Guide
- Traffic ordinances of local public agencies in the County of Los Angeles
- California Highway Patrol regulations pertaining to student transportation
- District policies regarding student transportation operations, including accommodations for students with disabilities
- Locations of District schools and offices
- Transportation planning procedures such as routing, scheduling, route consolidation, and establishment of safe school bus stops
- Transportation computerized routing systems MapNet and Welligent
- Microsoft Windows Operating Systems and Office Suite Programs

### Ability to:

- Work effectively with transportation managers, school administrators, parents, and officials of other governmental agencies
- Perform quality work within the Transportation Services Division's guidelines
- Write effective reports and keep accurate records
- Operate a computer and associated peripheral equipment

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by college courses in computer applications and business English.

### Experience:

Two years of experience as a school bus driver, preferably with experience assisting with transportation services in a dispatch operation center or using computer software and developing transportation routes in a transportation routing center.

### Special:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.