

# Richmond City Public Schools

## Transportation Routing Specialist (7454)

### JOB POSTING

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#### Job Details

<i>Title</i>	<b>Transportation Routing Specialist</b>
<i>Posting ID</i>	<b>7454</b>
<i>Description</i>	<p><b>Job Title:</b> Transportation Routing Specialist</p> <p><b>Grade Level/Terms of Employment:</b> Grade 113/12 Month (260 days) Contract</p> <p><b>FLSA Status:</b> Non-exempt</p> <p><b>Work Location:</b> Transportation Department</p> <p><b>Immediate Supervisor:</b> Supervisor of Transportation</p>

#### **General Description:**

The Transportation Routing Specialist helps increase the efficiency and on-time performance of RPS bus routes. The Routing Specialist also provides exemplary customer service to families and schools regarding student transportation.

#### **Essential Duties and Responsibilities:**

- Plans and implements RPS' computerized transportation routing system
- Analyzes complex factors and data related to vehicle capacity, timing, road systems and safety concerns in order to develop school bus routes and schedules
- Performs physical audits of routes as necessary for efficiency and effectiveness
- Verifies student data related to routing and prepares reports; studies and analyzes data for division and department use
- Works closely with external vendors that provide special transportation services
- Prepares and distributes stop information annually to parents of all division students
- Analyzes and implements stop and route changes as requested
- Provides stakeholders updated route sheets, as changes are made
- Makes recommendations and assists supervisors with all aspects of transportation planning
- Maintains records, routes, maps and data pertaining to routing
- Provides analysis and recommendations for walk and transportation boundaries as required
- Maintains a working knowledge of computer-based software; works closely with Technology Services to maintain the system, networks, and backups
- Trains Transportation staff and school-based personnel on routing, as needed
- Works closely with other divisions, county/city transportation departments, state and local officials, and the public on issues related to routing
- Plans daily activities with data entry operator
- Performs other duties as assigned

#### **Qualifications:**

- High school diploma or its equivalency with at least two years of experience in pupil transportation planning and routing
- Possess excellent interpersonal, communications, and organizational skills
- Bilingual skills to include Spanish, preferred
- Ability to exercise tact, and demonstrate good judgment and initiative in the completion of assignments
- Possess a willingness and ability to adjust to change and learn new tasks and responsibilities
- Ability to work independently with minimum supervision
- Ability to work in a cooperative and collaborative manner with all employees, school administration, and business and community representatives
- Ability to work under pressure and meet multiple deadlines
- Efficient in the use of Microsoft Word, Excel, and skilled in using internet-based applications

*Shift Type*

**Full-Time**

*Salary Range*

**\$36,956.00 - \$62,924.00 / Per Year**