



To: Superintendent
From: Chief Operating Officer
Date: January 10, 2024
Re: Planning for Transportation Department

I recommend that the enclosed Transportation Router position be approved for posting and that the School Committee authorize the hire of a 2nd Director of Transportation beginning as early as April 1, 2024 so that there is ample time for training and transition with our current Transportation Director who is now scheduled to retire on July 5, 2024.

Additionally, this Transportation Router position will provide for more flexibility and assistance within the Transportation Department and also allow us to focus more of the Director's time within normal business hours on planning, communication, and development.

For the remainder of SY24, the staffing recommendation is as follows in order to allow for the most stability within this transition given the current industry-wide challenges within Transportation:

Director of Transportation I (ongoing until June 30, 2024/July 5, 2024 retirement)
Director of Transportation II (April 1, 2024 to June 30, 2024)
Transportation Router (January 29, 2024 to June 30, 2024)
Two (2) 6A Administrative Assistants

Currently, this office has two (2) administrative assistants and the Director of Transportation. I have enclosed the job descriptions for both Transportation Router (new-affiliated with SEIU) and Director of Transportation. As part of this proposal, I would also request withdrawing the request for another administrative assistant to assist with Teacher Licensure.

Position: Transportation Router**Location:** Transportation Department**Reports To:** Transportation Director**Work Year:** 52-week position - 40 Hours per week**Salary Range:** \$60,000-\$70,000**Start Date:** On or after February 8, 2024**Position Summary**

The Transportation Router assists the Transportation Director in the daily operations of the transportation department. The Transportation Router utilizes information to build and maintain efficient daily bus routes, schedules, and student information sheets for assigned buses and/or routes. Prepare and process daily scheduling requests from the routing system. Receive inquiries from parents, school personnel, and program administrators regarding the status of students' transportation needs. Collaborate with management, drivers, dispatchers, and school administrators.

Essential Functions and Responsibilities

- Create and distribute routing information. Create and conduct routine communications and documentation including email correspondence, memos, letters, reports, and spreadsheets. Update, print, and distribute routes daily.
- Responsible for analyzing, developing, and implementing specialized routing instructions and student information records. Employ Versatrans planning software to maximize the utilization of vehicles and the efficiency of routes. Utilization characteristics include vehicle by type, equipment needs, special instructions, the pickup/drop-off location, time-of-day constraints, capacity, and capability of vehicles.
- Perform detailed logistical analysis to prepare and process routing requests. Analyze route performance and develop recommendations to improve operating efficiency with every route.
- Implement and communicate routing decisions to dispatchers, school administrators, special education personnel.
- Effectively communicate with staff, drivers, school administrators, and management to ensure operating efficiency.
- Maintain transportation records including student information records, feedback/complaints, transportation requests, multiple specialized school/Program calendars, road network, construction projects, accidents, historical transportation data, and maintenance requests.
- Maintain flexibility and be agreeable to adjust workflow to provide phone and backup coverage as necessary to the dispatcher.
- Assists drivers in the management of student discipline.
- Advise drivers regarding routing changes including construction and other events.
- Plan for and create routes in the event of various inclement weather situations; ensure backup routes are identified; communicate changes as appropriate.
- Ability to multi-task with many interruptions and distractions and maintain a positive, upbeat attitude.
- Performs other related duties as directed by the supervisor.

Employment Qualifications

Required:

- Provide exceptional customer service to District Stakeholders
- Be proficient in office-related duties including computer-related tasks and excellent skills with Word, Excel, and Google Suites of applications; copying, filing, faxing, and office systems organizational skills preferred
- Excellent computer skills
- Highly flexible with good attendance
- Maintain a professional manner at all times
- Analyze complex problems and formulate effective solutions
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Work independently with little or no direction
- Be detail-oriented, organized, accurate, thorough, and monitor work for quality
- Utilize interpersonal skills using tact, patience, and courtesy
- Make decisions based on sound judgment, honesty, and integrity
- Knowledge or ability to gain knowledge of state, local, and district laws and policies relating to student transportation

Employment Qualifications

- EDUCATION: Bachelor's Degree; or a High School Diploma or GED with at least 3 years of transportation experience
- EXPERIENCE: 3 years of school transportation experience preferred

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel; talk and hear. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus, especially due to concentration on a computer screen and small numbers. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.