

KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISIONS APPROVED DECEMBER 2014
RANGE: 47.0
CLASSIFIED
CODE: NONE

TRANSPORTATION PLANNER

DEFINITION

To effectively plan, schedule, coordinate and create school bus routes to provide efficient transportation for regular and special education students.

Consult with business and transportation managers of KCSOS and other school districts, offering cost saving routing, redistricting and bell time scenarios;

analyzing all aspects of the transportation system including bus stop locations, traffic patterns, and vehicle capacity.

EXAMPLES OF DUTIES

Operate a computer to develop and maintain school bus routes for regular and special education students;

assist in payroll reporting;

evaluate existing bus schedules and routes, and modify based on changes in student population;

compile statistical information and produce studies, reports and analysis as required;

produce diagrams and graphics to simplify directions for drivers and ride along on bus routes for route evaluation purposes;

give verbal presentations using graphs, charts and written documentation;

communicate bus routing and schedule changes to dispatchers, drivers, private contractors, school staff, parents or others as appropriate;

attend civic, safety, board and other meetings as required, or directed;

accurately maintain records and reports necessary for an effective transportation system;

work extended hours at peak workload times;

perform other related duties as assigned.

QUALIFICATIONS

Ability to:

Maintain good working relationships with Transportation, Special Education and other County Office and School District employees;

learn computer software systems designed for pupil transportation routing and scheduling;

learn and effectively use computer programs used in the course of the position, including but not limited to programs for recordkeeping, report writing, correspondence and spreadsheets;

interpret policies, regulations, practices and procedures, and communicate to the staff and public as it relates to Transportation Services;

demonstrate effective organizational skills and problem solving techniques;
perform quality work within Transportation guidelines with limited supervision;
communicate effectively using both written and verbal skills;
plan, organize and prioritize work and develop reports related to equipment utilization;
effectively utilize different bus routing methodologies to achieve efficient usage of equipment and minimal ride times for passengers.

Experience:

Minimum five (5) years of progressively responsible experience in the pupil transportation industry.

A valid California class "B" driver's license with a "School Bus" and "Passenger" endorsement preferred.

Routing, dispatching, transportation computer systems and educational experience desirable.

Education:

High school diploma or equivalent.

Supplemental computer training or coursework leading to the improvement of skills applicable to the position and related to the pupil transportation industry is desirable.

Conditions of employment:

Possession of a valid California class "C" driver's license.

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

CP: gs

12/21/15

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