CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION

Job Title: Route Analyst **Department:** Transportation

Grade I
H.P.D. 8
D.P.Y. 260

Job Description
Date Reviewed: July 2023 **Reports To:** Transportation Manager

Purpose of Job

The purpose of this job is to perform as a Route Analyst for Regular Education and Special Education drivers and bus aides within the School System. A Route Analyst provides safe, efficient, rapid, convenient, and economical transportation for all students within the school district. The Route Analyst is to utilize the application of technology and geographical knowledge in regards to the planning, functional design, operation and management of bus routes for bus drivers and bus aides. Duties and responsibilities include providing transportation information and routing data to drivers, bus aides, parents and schools. Assist the Dispatcher with dispatching all buses, training classes and other departmental duties. Assisting the department with resolving all routing issues i.e., bus stops, student information, zoning and time schedule.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Receives written, telephonic, and electronic requests from parents, school staff, and transportation staff related to the establishment, or change, in bus routes, bus stops, school zoning, Etc.

Coordinate with other departments (i.e., special populations, Families in Transition (FIT), College Ready, and other district-wide programs) to meet special transportation needs for 1,500+ students.
Must maintain; a Commercial Driver's License (CDL) with passenger and school bus endorsements, annual DOT, and operate a school bus transporting students to and from school as needed.

Assists in support of 275+ bus drivers; in the daily operation of 700 bus routes, 10,000+ bus stops, and 39,000+ enrolled students.

Develop and execute formulas to estimate the number of buses needed year to year.

Maintain a current record of all students utilizing special transportation.

Uploads Bus Route Locator data daily to be placed on the internet for use by parents and school staff to determine bus schedules for students.

Prepares bus routes for GPS tracking.

Processes annual applications and reports related to special programs (Synergy), Families in Transition (FIT), and other specialized transportation for Tennessee School for the Blind (TSB) reimbursement.

Communicates any changes to a bus route with the parents, school staff, and transportation staff, including bus driver and bus aide, in a timely manner.

Design, maintain, monitor, and analyze arrival, layover, and departure times, student load data, driver input, and other related information to implement routing and scheduling adjustments that ensure the safety and efficiency of school bus transportation.

Prepares and maintains required reports and records, including but not limited to surveys, route sheets, accountability sheets, and route/stop change documentation, while ensuring privacy and confidentiality compliance.

Updates map and parcel points in routing software with the latest GIS map updates.

Coordinates with Safety in researching roads and residential locations for the safe travel and transport of school buses and students.

Assist with projections for new schools as required by researching school zones to include site visits to all areas, as needed, requiring bus service. Collecting data for students that will be affected by the rezoning.

Keep up with new housing development plans in order to properly anticipate new bus capacity needs. Establish routes based on development.

Meet with individual and small groups of bus drivers to discuss how to best serve the transportation needs of the students in the district.

Prepare and present a routing presentation for the in-service for bus drivers and bus aides/monitors.

Coordinates transportation for specialized projects such as state testing, after-school programs, summer school for regular education and special education students, Teacher community routes, pandemic/state of emergency plan, inclement weather road closures, emergency school closings, etc.

During dispatch hours, monitor the two-way radio with the drivers to assist with lost children, closed roads, vehicle accidents, etc.

Assist in dispatch during emergency school closings and etc.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience required to perform Essential Job Functions

High School diploma (or Equivalent) required, Vocational or Technical training desired. Three to Five years in communications skills, computer skills, and other office tasks preferable in a government setting. Alternatively, equivalent combination of education, training and experience that provide the requisite

knowledge, skills, and abilities for this job. Commercial Driver's License with passenger and school bus endorsement is required for this position.

KNOWLEDGE OF JOB

Has thorough knowledge of the policies, procedures, and activities of the School System transportation and bus route practices as they pertain to the performance of duties relating to the job of Route Analyst. Has thorough knowledge of transportation and bus route practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Has the ability to work with a minimum of instructions and supervision. Possess effective decision-making. Has he ability to organize and prioritize activities. Is able to develop and implement long-term goals for the department to promote effectiveness and efficiency. Knows how to keep abreast of any changes in policy, methods, equipment needs, etc. as they pertain to department operations and activities. Is able to effectively communicate and interact with subordinates, supervisors, parents, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, management, human relations, and technical skills. Is able to use independent judgment and discretion in supervising subordinates including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations using percentages and decimals. Is knowledgeable and proficient with computers. Is able to read, understand and interpret financial reports and related materials.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 40 pounds, standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.

- Must be able to make independent judgments in absence of supervision.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

_____ _____

Employee's Signature **Supervisor's Signature**

_____ _____

Employee's Munis Number **Date**

_____

Date