

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job Title: Route Analyst

Department: Transportation

**Grade G
H.P.D. 8
D.P.Y. 260**

Job Description

Date Reviewed: September 2011

**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. Duties and responsibilities include providing transportation information and routing data to drivers, bus aides, parents and schools. Coordinate map drawing and entering data into the computerized routing system. 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 telephone calls from parents, drivers, school administrative staff and general public. Provides information on all pupil transportation data such as bus route, bus stops, and school zoning, etc.

Enters transportation data as related to bus routes and stops in the computer. Retrieves and provides related information to drivers, parents, students and the general public as needed.

Coordinate specialized transportation for 1,000+ students with special transportation needs.

Assist with the end of the year report.

Assists in researching school zones to include site visits to all areas, as needed, requiring bus routes.

Plans, prepares and implements school bus routes, runs, stops, school hours, etc.

Assists and assigns 275 Bus Drivers in the daily operation of 700 bus runs, 8,000+ bus stops, and 24,000+ students.

Coordinates map drawing, data input for computer routing purposes and other duties in the department.

Contacts drivers concerning route information, monitors the two-way radio with drivers to assist with lost children, closed roads, vehicle accidents, etc.

Assist in Dispatching during emergency school closing.

Writes correspondence to parents on transportation matters.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to perform Essential Job Functions

High School diploma (or GED) 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.

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. 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.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of machines and office machines equipment such as telephone, computer, adding machine, printers, plotter, two-way radio, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of twenty to forty pounds.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to co-workers or students.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Route Analyst. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Route Analyst.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

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.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have above average levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under considerable stress when confronted with an emergency related to the job of Route Analyst.

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

Date

Date