



**TRANSPORTATION ROUTE PLANNER II**  
**TRANSPORTATION ROUTE PLANNER I**

**BASIC FUNCTION**

Transportation Route Planners utilize information to build and maintain dynamic daily bus routes, schedules, and student information sheets for assigned bus and/or route type populations. Prepare and process daily scheduling requests from the scheduling queue. Receive inquiries from parents, school personnel, and program administrators regarding the status of students' transportation needs. Collaborate with Safety and Training Specialists, management, Drivers, Dispatchers, Radio Operations, School administrators, Specialty school personnel, and Contractors to develop optimized and specific transportation services.

**MAJOR DUTIES AND RESPONSIBILITIES**

Responsible for analyzing, developing, and implementing specialized routing instructions and student information records. Employ software such as: TD, VersaTrans, Google Maps, Zonar GPS, Synergy, Smartsheets and other resources to maximize the utilization of vehicles and efficiency of routes. Utilization characteristics include vehicle by types, equipment needs, special instructions, geography of existing runs in area, days of attendance frequency, pickup/drop-off location, time-of-day constraints, contractor rates, capacity and capability of vehicles.

- Perform detailed logistical analysis to prepare and process scheduling requests. Analyze route performance and develop recommendations to improve operating efficiency with every route.
- Implement and communicate routing decisions to contractors, dispatchers, school administrators, specialty school personnel, parents, and external PPS websites as needed.
- Effectively communicate with staff, drivers, school administrators, and management to ensure operating efficiency.
- Create and distribute routing information. Create and conduct routine communications and documentation including email correspondence, including memos, letters, reports and spreadsheets.
- Advise drivers regarding ad-hoc routing changes including construction and other events.
- Plan for and create routes in the event of various inclement weather situations; ensure back up routes are identified; communicate changes as appropriate.
- In collaboration with school and program staff, coordinate transportation routes for field trips and school events.
- Maintain transportation records including student information records, feedback/complaints, transportation requests, multiple specialized school/Program calendars, contractor information, road network, construction projects, accidents, historical transportation data, and maintenance requests.
- Use technology such as web forms, Smartsheets forms and databases, Google Suite and Windows desktop applications (Microsoft Word, Excel).

- Resolve concerns regarding transportation matters through collaboration, analysis, investigation, policy, reporting and follow up, to the reasonable satisfaction of schools, parents, drivers, contractors, and the District.
- Analyze transportation workflow processes for problem identification and resolution.
- Provide feedback and propose policy recommendations.
- Prepare required reports and maintain all records related to students and routes.
- Occasionally work beyond the regular work schedule, when needed, during times of high priority or emergency situations.
- Perform other reasonably related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS OF THE CLASS**

All levels of Transportation Route Planners utilize information to build and maintain dynamic daily bus routes, schedules, and student information sheets for assigned bus and/or route type populations. The levels are differentiated by the scope of work performed, the levels of complexity in analysis and processes overseen, and leadership over projects.

The Transportation Route Planner I is the entry level classification that, under close supervision and direction, focuses on conducting straightforward research and data collection, analyzing findings to prepare and process daily scheduling requests from scheduling queue. Duties and responsibilities require the limited use of independent judgment and discretion within clearly defined parameters.

The Transportation Route Planner II performs the full scope of professional-level work under general direction, to perform complex analytical work requiring a systematic, disciplined, and creative approach to problem solving. Employees at this level provide professional expertise, prepare and present detailed analyses, reports and presentations which offer multiple recommendations regarding transportation route planning. Employees providing training and may provide mentorship, guidance, and/or oversight to designated staff.

### **EMPLOYMENT STANDARDS**

#### **Knowledge, Skills and Abilities:**

- Work well as a team player with other staff within the organization
- Working knowledge of Portland road networks and the Portland Metro geographic area
- Ability to interpret and analyze maps and written material
- Knowledge or ability to gain knowledge of state, local and District laws and policies relating to school business operations
- Be proficient in office related duties including computer related tasks and excellent skills with Word, Excel, Smartsheets, Google email and calendar, and Google-like electronic maps; copying, filing, faxing and office systems organizational skills preferred
- Maintain flexibility and be agreeable to adjust work flow to provide phone and backup coverage as necessary
- Ability to multi-task with many interruptions and distractions and maintain a positive, upbeat attitude

- Strong verbal and written communication skills

### **MINIMUM QUALIFICATIONS**

Transportation Route Planner I requires:

- High school diploma or G.E.D. Some college is preferred.
- 2 years proven experience utilizing multiple complex technical systems and software solutions simultaneously while ensuring data accuracy.

Transportation Route Planner II requires:

- 2-3 years college or Associate's degree, Bachelor's degree is preferred.
- 5 years proven experience utilizing multiple complex technical systems and software solutions simultaneously while ensuring data accuracy.

Any other combination of training and experience that could likely provide the desired skills, knowledge, and abilities may be considered.

### **WORKING CONDITIONS**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.*

**Work Environment:** Work is performed primarily in a standard office environment with extensive student, parent and public contact and frequent interruptions.

**Hazards:** Potential conflict situations.

**Physical Demands:** Primary functions require sufficient physical ability and mobility to work in an office setting; dexterity of hands and fingers to operate a computer keyboard and other office equipment; sitting or standing for extended periods of time; kneeling, bending at the waist, reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting, pushing, pulling and carrying office equipment, supplies and materials weighing up to 25 pounds; repetitive hand movement and fine coordination to use a computer keyboard; hearing and speaking to exchange information in person or on the telephone; seeing to read, prepare and assure the accuracy of documents.

**PFSP Grade:** Level I - K; Level II - M

**Work Days:** 260

**Hours:** 8 hour days scheduled between the hours of 8:00am – 5:00pm

**FTE (or hours/week):** 1.0 FTE, 40 hours

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**FLSA:** Non-Exempt  
**Bargaining Unit:** PFSP  
**Salary Grade:** TRP 1 - K; TRP II - M

**Approval Date:** June 23, 2022