

## TRANSPORTATION PLANNER

### DEFINITION

Analyzes and evaluates student transportation routing, conducts field surveys of environmental and student impact on transportation systems, and performs special studies as directed.

### TYPICAL DUTIES

Analyzes, plans, and makes projections of equipment usage for District student transportation programs.

Conducts surveys and studies within the District and with outside agencies to develop more efficient systems, methods, and procedures for bus routing.

Works with District school and region administrators, the Information Technology Division, City, county, and the Transportation Services Division to develop bus routes, stops, and schedules that will emphasize maximum service at minimal cost.

Advises Regional Transportation Managers, Area Bus Supervisors, and other Transportation Services Division and District personnel on established transportation guidelines for route planning.

Develops data to be used in establishing transportation routing criteria, monitors performance against criteria, and updates data when necessary.

Accesses various applications and analyzes transportation related data.

Audits route sheets and payroll documents for compliance with established guidelines and approves route sheet changes.

Maintains files consisting of route sheets and computer printouts that pertain to bus routing.

Reviews and maintains rosters of special programs such as Permits with Transportation, Special Education, Magnet, and Satellite Zone programs for the purpose of evaluating the impact the programs will have on bus routing.

Reviews State and federal school bus rules and regulations for pertinence to District transportation activities.

Prepares confidential documents relating to Transportation Services Division personnel matters.

May represent the Transportation Services Division in meetings with public agency representatives, District personnel, and the community.

May oversee and supervise the staff and operations of a region in the absence of a Regional Transportation Manager.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Transportation Planner conducts studies and field surveys on matters that affect routing and planning for student transportation, provides data for establishing and updating routing criteria, and monitors and adjusts bus routes for maximum efficiency and utilization.

A Regional Transportation Manager manages student transportation services of a student transportation section of the Transportation Services Division and supervises the transporting of students from pickup points to schools and return and on special trips in a geographic region of the District or for a District-wide program.

An Area Bus Supervisor supervises student transportation operations for students in an area of the District, recommends that Central Routing Center staff makes adjustments in routes, schedules, driver assignments as necessary, and works with school and other personnel to resolve student transportation problems and to implement necessary procedures and assistive devices for students with special needs.

## SUPERVISION

General supervision is received from a Regional Transportation Manager or the Deputy Director of Transportation. Technical supervision is exercised over student transportation planning procedures, methods, and criteria. Supervision may be exercised over the work of lower-level transportation staff.

## CLASS QUALIFICATIONS

### Knowledge of:

- Theories, principles, and practices of transportation routing and planning
- Basic math and statistics
- Basic computer applications related to transportation operations
- Governmental and District regulations pertaining to student transportation
- Bus specifications, types, and uses
- Microsoft Windows Operating Systems and Office Suite Programs

### Ability to:

- Perceive causes of problems and develop alternative approaches and solutions
- Analyze a variety of data and make sound evaluations and judgments
- Interpret policies and procedures relative to District transportation programs
- Prepare clear and concise recommendations and reports
- Work effectively with District personnel, contractors, and community groups
- Speak effectively before groups
- Operate a computer and associated peripheral equipment

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree preferably supplemented with courses in urban and regional planning, transportation, public or business administration, business writing, investigative techniques, or data analysis. Additional qualifying experience may be substituted for the required education on a year-for-year basis provided that graduation from high school or evidence of equivalent educational proficiency is met.

### Experience:

One year of full-time, transportation routing or planning experience in a public or student transportation service. Two years of experience supervising school bus drivers and assigned staff engaged in the transportation of students in the Transportation Services Division of the Los Angeles Unified School District may be substituted for the one year of transportation routing or planning experience.

Special:

A valid California Driver License.  
Use of an automobile.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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JPK