

## TRANSPORTATION ROUTING CENTER SUPERVISOR

### DEFINITION

Plans, develops, analyzes, evaluates, coordinates, and supervises transportation routing and scheduling operations for the District.

### TYPICAL DUTIES

- Supervises and evaluates the Centralized Routing Center staff.
- Initiates and conducts route audits to ensure equipment and staff resources are being efficiently utilized.
- Drafts routing and scheduling timelines within the Transportation Services Division.
- Establishes standards and procedures for the Centralized Routing Center in compliance with State, federal, and District policies and regulations associated with student transportation.
- Makes recommendations and reports concerns regarding routing guidelines, District policy and possible violations of laws.
- Reviews the establishment of bus stops and bus routes for regular and special education students for efficiency and compliance with guidelines.
- Provides technical support regarding routing issues to Transportation Services Division staff and District administrators for a variety of transported student programs.
- Develops routing software guidelines and procedures for use by regional, Routing Center, and other Transportation Services Division staff, designed to ensure controls, security, and integrity of the computerized routing system.
- Initiates and coordinates training procedures, sessions, and content for users of the computerized routing system.
- Prepares system documentation in non-technical terms for end users and employees.
- Performs software performance and acceptance testing on current and new routing systems to ensure that Transportation Services Division requirements are met.
- Serves as liaison with Information Technology vendors and other employees regarding routing and scheduling system revisions, data interfacing, training, and troubleshooting to ensure optimum software/hardware performance and efficiency.
- Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Transportation Routing Center Supervisor oversees the planning, developing, and coordination of centralized transportation routing and scheduling operations for the District.

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.

A Transportation Router plans and develops routes for student and other transportation needs within a geographical region of the District.

### SUPERVISION

General supervision is received from the Deputy Director of Transportation. General supervision is exercised over Transportation Routers and other lower-level transportation personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

Theories, principles, and practices of transportation routing and planning  
Knowledge of computerized routing systems, especially MapNet, Welligent, Global Position System (GPS) software, Bus Ops mainframe, and related District applications  
Computer applications related to transportation operations  
Governmental and District regulations pertaining to student transportation bus specifications, types, and uses  
Basic math and statistics  
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  
Develop graphical presentations of data  
Operate a computer and associated peripheral equipment  
Interpret policies and procedures relative to District transportation programs  
Prepare clear and concise recommendations and reports  
Speak effectively before groups

## 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.