

TRANSPORTATION ROUTING ASSISTANT

DEFINITION

Drives a bus to check time and verify the practicability of planned routes. Assists in reviewing bus routes, schedules, and rosters relating to the transportation of students; and completes a variety of forms and related paperwork.

TYPICAL DUTIES

Drives a bus to test planned bus routes to ensure feasibility in regard to street conditions, traffic patterns, accessibility and safety of streets and bus stops, traffic signals, street signs, trip mileage, timing, and adherence to District and State regulations.

Reviews bus route sheets, schedules, student routing rosters, as well as other data and information as required for completeness, accuracy, compliance with routing guidelines, and feasibility involving planned bus routes.

Uses a computer to verify pertinent student and routing information and prints a variety of reports as necessary.

Assists in reviewing and changing school bus routes by identifying routing demands for the purpose of establishing or deactivating bus stops based on current needs and routes, traffic conditions, accessibility to students' residences, and District and State guidelines and safety regulations.

Prints rosters; and summary sheets that include a description of street directions, bus stop descriptions, code numbers of nearby schools, bus arrival times, number of students assigned at each stop, trip times and mileage, and other pertinent information.

Checks, corrects, and verifies information involving route sheets and routing rosters.

Completes a variety of forms relating to bus routing and scheduling.

Files routing documents, student data sheets, and other bus routing and scheduling information and forms in the office files.

Compiles packets of materials for bus drivers.

Assists in responding to telephone calls from concerned parents, guardians, students, or school staff regarding student bus routing assignments, bus stops, and other busing matters.

Contacts parents to verify routing information.

May verify that school buses are at the correct parking lot and relocate buses as necessary.

May assist in compiling, proofing, verifying the flow of data and information when working in the Centralized Routing Center (CRC) or the transportation field office.

May transport students as required by the Director of Transportation or the Director's designee.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Transportation Routing Assistant drives a bus to check time and verify the practicability of planned routes. Assists in reviewing bus routes, schedules, and rosters for the transportation of students and completes a variety of forms and related paperwork.

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

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.

SUPERVISION

General supervision is received from an Area Bus Supervisor, Assistant Area Bus Supervisor, Transportation Routing Center Supervisor, or Transportation Planner. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

- Bus transportation planning procedures
- District policies regarding transportation of students
- California Vehicle Code, Transportation Routing Guidelines, Bus Drivers Manual, and pertinent traffic ordinances
- State regulations pertaining to student transportation
- Office practices and procedures
- Major streets and freeways in the Los Angeles metropolitan area
- Computer software applications, including e-mail, Microsoft Word, Excel, and District applications

Ability to:

- Verify, evaluate, and correct bus routes, schedules, and stops
- Proof detailed route sheets and rosters with a high degree of accuracy
- Drive a bus in heavy metropolitan traffic
- Perform detailed work in identifying locations in maps books
- Sort, file, and alphabetize materials, and perform other office functions
- Make accurate arithmetic computations

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

Twelve months of experience driving Los Angeles Unified School District bus routes at the time of appointment.

Possession of a California School Bus Driver Certificate.

A valid California Driver License Class A or B with Passenger and School Bus endorsements.

SPECIAL NOTE:

All employees in this classification are subject to the Federal Highway Administration (FHWA) regulations for drug and alcohol testing as required by the Omnibus Transportation Employee Testing Act of 1991.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

Revised
08-21-13
JPK