



Board of Education of the City of St. Louis  
**CAREER OPPORTUNITY**

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<b>Position Title:</b>	Senior Route Analyst
<b>Payroll/Personnel Type:</b>	12 Month
<b>Job #:</b>	6523
<b>Reports to:</b>	Transportation Manager, System Administrator, Deputy of Strategic Planning and Transportation
<b>Shift Length:</b>	8 Hour Day
<b>Union Eligibility:</b>	Not Eligible

**Position Summary:**

Responsible for establishing school bus routes and schedules using automated routine and scheduling software (Edulog) and the Student Information System (SIS). Assigns routes to contractors to operate home to school transportation. Assists in the preparation of bus routes and schedules for after-school activities and field trips. Assists school personnel and SLPS staff regarding inquiries of transportation provided, stops and times.

**Essential Functions:**

- Must have proven skills and experience using automated routing and scheduling software in a student transportation or demand-response public transit environment. Specific computer aptitude using Edulog must be demonstrated
- Must have knowledge and skills working with geographical information system (GIS) maps
- Requires excellent interpersonal skills, the ability to communicate with parents, students, school administrators and the public in person and by telephone to resolve difficult situations
- Ability to establish and maintain effective working relationship with staff, students, parents, community agencies and transportation contractors
- Collaborates with contractor staff in the pull-out of morning and afternoon buses
- Must be willing and able to work non-traditional hours and days when required
- Must be capable of working under stress to meet non-negotiable deadlines
- Ability to compose or update various correspondence and/or office reports as required
- Must have the ability to work efficiently and patiently under pressure and stressful conditions
- Must have knowledge of St. Louis area
- Performs other duties as assigned

**Knowledge, Skills, and Abilities:**

- Develops efficient student transportation services using automated routing and scheduling software (Edulog)
- Insures compliance with education goals established by appropriate authority, school laws and regulations, program objectives and philosophies as it relates to establishment, implementation, or alteration of bus stops, runs and routes
- Design routes and establishes schedules to ensure the most cost-effective transportation system
- Develops and maintains record keeping system for route changes
- Assigns routes to contractors in accordance with budget and contract requirements
- Makes recommendations on tiering of school bell times to ensure cost-effective and safe transportation for students



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- Coordinates with field supervisors and contractors to revise routes and/or schedules to ensure safe and reliable transportation for students
- Coordinates with field supervisor to ensure safety of bus stops and student access for bus routes
- Confers with school principals regarding bus routes, schedule, driver manifests, student placement on routes and bus stops
- Researches information using routing and scheduling software
- Conducts interviews and parent conferences. Responds to parental concerns. Resolves concerns and complaints about routes and schedules
- Insures on-going analysis of safe, efficient, and cost-effective routes
- Develops and establishes research and evaluation programs in the areas of responsibilities of Transportation Department. Such programs will be designed to improve the quantity and quality of services as they relate to the educational program and the public interest
- Prepare reports from data using spreadsheets and databases
- Insures all required reports and deliverables be provided to internal and external entities as required
- Performs other duties as assigned

**Education & Experience:**

- Graduation from a general or technical high school, additional college courses desirable
- Minimum of five years combination of education, training, or experience in planning, routing/scheduling, or operating transportation services
- Experience in student transportation or public transit preferable

**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

**Disclaimer:**

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

**Review/Approvals:**

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