



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

Position Title:	Transportation Evaluator
Payroll/Personnel Type:	12 Month
Reports to:	Director of Transportation

Position Summary:

Responsible for Reviewing and evaluating school bus routes and schedules before and during the school session using the automated routine and scheduling software (Edulog); the Student Information System (SIS), and the Global Positioning System (GPS) software. Assists in the preparation of bus routes and schedules for after-school activities and field trips. Schedules taxi or cab trips. Assists school personnel and SLPS staff regarding inquiries of transportation provided, stops and times. Assists in answering telephone inquiries on all transportation related matters.

Essential Functions:

- Reviews and evaluates routes and schedules to achieve optimal efficiencies
- Recommends improvements in routes and schedules to the contractor
- Must have knowledge and skills working with geographical information system (GIS) maps, Student Information System (SIS); and Edulog Transportation scheduling software
- Experience using Microsoft Word and Excel is required
- 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 relationships 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, transportation is required
- Performs other duties as assigned

Knowledge, Skills, and Abilities:

- Analyzes, evaluates, and recommends efficient student transportation services using automated and routing and scheduling software and other software programs
- Ensures 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
- Develops and maintains record keeping system for route changes
- Makes recommendations on tiering of school bell times to ensure cost-effective and safe transportation for students
- 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



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- 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
- Ensures 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
- Ensures all required reports and deliverables be provided to internal and external entities as required
- Performs other duties as assigned

Experience:

- 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 (preferred)

Education:

- Associate or Technical Degree (preferred)

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.

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.



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