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E E

Transportation Route Planners utilize information to build and maintain dynamic daily bus routes, schedules, and student information sheets for assigned bus and/or route type populations. Prepare and process daily scheduling requests from the scheduling queue. ReceivReceivR

- Resolve concerns regarding transportation matters through collaboration, analysis, investigation, policy, reporting and followup, to the reasonable satisfaction of schools, parents, drivers, contractors, and the District.
- Analyze transportation workflow processes for problem identification and resolution.
- Provide feedback and propose policy recommendations.
- Prepare required reports and maintain all records related to students and routes.
- Occasionally work beyond the regular work schedule, when needed, during times of high priority or emergency situations.
- Perform other reasonably related duties as assigned.

DFAA A E CEC C

All levels of Transportation Route Planners utilize information to build and maintain dynamic daily bus routes, schedules, and student information sheets for assigned bus and/or route type populations. The levels are differentiated by the scope of work performed, the levels of complexy@x

S

Strong verbal and written communication skills

F A A C

Transportation Route Planner I requires:

- High school diploma or G.E.D. Some college is preferred.
- 2 years proven experience utilizing multiple complex technical systems and so ware solutions simultaneously while ensuring data accuracy.

Transportation Route Planner II requires:

- 2-3 years college or Associate's degree, Bachelor's degree is preferred.
- $\bullet$  5 years proven experience utilizing multiple complex technical systems and so ware solutions D  $^{\rm guq}$  simultaneously while ensuring data accuracy.

Any other combination of training and experience that could likely provide the desired skills, knowledge, and abilities may be considered.

D C

The conditions have in are representative of those that must be met by an employee to successfully perform the essential functions of this job, by the historian is a successful of the successf