



Dallas County Schools

Strengthening Education Through Service

Job Description

Job Title: Routing Manager (226 Days)

Wage/Hour Status: Exempt

Reports to: Executive Director of Transportation

Pay Grade: 4

Department: Transportation

Date Revised: 06/08/16

Primary Purpose: The Dallas County Schools transportation department uses the Versatran routing system. Versatran routing and scheduling software system to develop and maintain its school bus routes which serve approximately 60,000+ students on a daily basis. The Versatran software is designed to provide the means to effectively and efficiently manage the pupil transportation database system while optimizing the use of resources committed to meeting the transportation needs of the districts. DCS transportation services must provide daily busing for a large number of eligible students to programs that are dispersed over a wide geographic area. Due to the inherent complexities of designing routes in such an operating environment, it is essential that the function of routing and scheduling for the district be managed by a highly trained individual with expertise in the area of transportation logistics and the use of the Versatran software to optimize the system. Therefore, to assure the efficient and effective use of transportation resources, the retention of a full-time manager for the newly formed routing and scheduling is needed to optimize the district's transportation services and the use of its resources.

Qualifications:

Education/Experience:

- Bachelor Degree preferred
- Minimum of 5 years transportation experience at the supervisory level
- TAPT Routing & Scheduling course preferred
- Knowledge of the City of Dallas
- Knowledge of County of Dallas preferred
- Working knowledge and understanding of the Versatran software
- Able to read and understand map grids

Special Knowledge/Skills:

- Conducts logistics and demographic studies and analysis to improve overall efficiency and service
- Entering new or altered student information - either as a batch process download from the district's SASI student data system or manually
- Assigning students to stops and runs
- Printing required maps and reports
- Ensuring that the Versatran system is meeting the expectations of the DCS administration and is accurately reflecting operating conditions
- Altering and adding to the Versatran maps as required
- Using the Versatran system to develop a new transportation scheme for the next school year- including adding or deleting stops and runs and altering routes and schedules to achieve maximization of system resources
- Working with district staff for student information transfers and interfaces between district computer systems

Major Responsibilities and Duties:

1. Performing system maintenance tasks to ensure database integrity.
2. Preparing plots, reports, and maps for use by drivers, administrators, and other interested parties.
3. Providing continuous review and analysis of routes and schedules to assure efficient and effective operations.
4. Reports directly to the Executive Director of Transportation.
5. Will oversee a staff of regular Ed and SPED routers.
6. Works with the Executive Director of Transportation to ensure accurate information is available for State reporting and efficient and effective routing.
7. Coordinate with DCS and district's safety staff to inspect stops for safety and appropriateness.
8. Monitors data to ensure timely resolution of data integrity issues.
9. Oversee the training of new and existing staff members in routing theory and routing software to improve efficiency and service.
10. Perform other duties as assigned by the Executive Director of Transportation and/or Assistant Supt. of Transportation.

Personal Effectiveness:

1. **Positive Attitude:** Presents a positive role model for patrons that supports the goals of the Dallas County Schools.
2. **Cooperation:** Works effectively with others.

3. **Dependability:** Reports to work on time, is reliable for regular and overtime work, and is absent only with good cause.
4. **Judgement:** Exhibits good judgement in decision making and problem solving.
5. **Initiative:** Recognizes needs of job and suggests ways to improve efficiency and productivity.

Working Conditions:

This work requires the following physical activities in an office environment: long periods of sitting, mobility, light lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. Must possess the ability to work efficiently and patiently under pressure and stressful conditions. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the job.

The forgoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by: _____ Date: _____
(Supervisor)

Reviewed by: _____ Date: _____
(Employee)