DISTINGUISHING FEATURES OF THE CLASS

The work involves responsibility for the overall routing and scheduling of all pupil transportation needs using a computerized routing system. Under the general supervision of an administrative superior, an employee in this class coordinates activities involved in the constant revision of bus routes for all district owned and contract vehicles. The Pupil Transportation Analyst organizes and disperses information concerning student mobility, residency and eligibility requirements and is responsible for the maintenance of a record keeping system for the collection of data needed for budget preparation and expenditure. Does related work as required.

TYPICAL WORK ACTIVITIES

Analyses and revises bus routes on a daily basis from information obtained from the school district's computerized student information files to assure safe and efficient routing for all eligible public and nonpublic pupils and school buses.
Schedules routing times and bus stops by computation of bus capacity, travel time and student numbers.
Rides the school bus as required to check right turns, left turns, dead end streets and bus run times from beginning to end of bus routes.
Confers with parents, school personnel, contractors and the general public during bus run hours; replies to inquiries, handles complaints and resolves problems concerning student transportation.
Maintains records and prints reports of vehicle mileage, students transported and expenditures as required for the completion of state aide forms.
Compiles data and makes reports for each district owned and contract vehicle for purposes of budget formulation and billing.
Performs daily downloads from the school district's main frame computer to the automated routing and scheduling system; coordinates the backup of all data on a daily basis.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of city geographic and street locations of the City of Syracuse by use of a map and the geocode within a computerized routing scheduling program.
Good knowledge of New York State Department of Transportation rules and regulations; local and state education department policies and regulations with respect to student transportation.
Good knowledge of computerized routing and scheduling system and all of the program components.
Good knowledge of office methods and procedures.
Skill in the operation of two-way radio equipment, computers, bus pass photo equipment and calculators.
Ability to interpret and apply local and state regulations with respect to student bus transportation and state aid formulas.
Ability to plot right turns, left turns, stops, bus run times from beginning to end of bus route by using a computerized program for an urban school district.
Ability to communicate clearly and concisely for radio and phone contact and for composition of narrative and numerical reports.

MINIMUM QUALIFICATIONS

Promotion: Two (2) years of permanent competitive class status in a second level clerical position, or,
One (1) year of permanent competitive class status in a third level clerical position.

Open Competitive

Two (2) years of work experience, or its part-time equivalent, in a clerical or technical capacity in a school transportation program.

NOTE: Repair and maintenance of school bus equipment is not applicable; Transportation planning or work involving student bus safety is applicable.

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