

Job Title: Transportation Routing Technician
Reports to: Director of Transportation
Work Schedule: 8.0 hours per day, 260 days per year
Salary: Salary Schedule Non-Represented 6

Job Summary:

This position is responsible for maintaining the VersaTrans Routing and Fleet Vision maintenance programs; will be the liaison between school district technology and Tyler Technology to keep programs operating smoothly; will provide training; oversee all aspects of VersaTrans Routing and Planning, Elink, and Fleetvision; with primary responsibilities in routing, planning, forecasting, and data analysis using VersaTrans Routing and Planning program.

Essential Job Functions:

This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Operate all planning and forecast functions using VT
- Understand and create planning and building scenarios and edit
- Create, work, and edit boundaries, building assignments, and routes
- Operate all functions of fleet scheduling and planning
- Perform forecast and planning breakdowns
- Create user defined reports, ability to input, select and design
- Use Skyward to import student data necessary for routing
- Review and analyze data
- Set up and analyze planning schemes
- Use forecasting tools and functions – development of cohort tables and ability to edit
- Create impact analysis reports using fleet scheduling, routing, boundaries, and planning
- Ability to continue to train and learn necessary skills as needed
- Assure that all updates to the VersaTrans routing and planning, Elink, and Fleetvision programs are completed in a timely manner
- Responsible for all aspects of routing and scheduling for the purpose of providing safe and efficient routes
- Communicates and problem solves with drivers, parents, and program coordinators/administrators for the purpose of routing
- Delegate routing and planning duties to Route Analyst and Dispatchers
- Attend trainings as required
- Maintain consistent presence at assigned worksite and regular work hours
- Professionally interact with students, staff, and public
- Comply with all district policies and procedures
- Perform related duties as assigned

Desired Skills:

- Knowledge and experience working with VersaTrans Routing and Planning,
- Ability to communicate effectively orally and in writing in English
- Ability to maintain a high degree of confidentiality
- Ability to maintain high ethical standards
- Ability to adapt to changes in transportation operations
- Knowledge and ability to learn new skill in VersaTrans
- Knowledge and skills necessary to process downloads from Skyward to VersaTrans
- Ability to process scenarios in the areas of routing, planning as requested

Minimum Qualifications:

- High School diploma or equivalent
- Must have formal training and a minimum of four years experience working with VersaTrans routing and planning software
- Experience and/or training with cultural, ethnic, and language diversity preferred

- Successful Washington State Patrol and Federal Bureau of Investigation Fingerprint Clearance
- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigrations Reform and Control Act
- Completion of all district-required training within thirty (30) calendar days from hire date

Work Environment:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. This is an office job. The employee is confined to a work area; required to have precise control of fingers and hand movements; experiences constant interruptions and inflexible deadlines; must be able to work at a computer monitor for prolonged periods; and must be able to crouch, crawl, bend, kneel, and lift/move objects such as files, boxes, etc. The noise level in the work environment is acceptable to this particular environment and can vary depending upon daily activity but will remain within acceptable ranges.

Evaluation:

This position shall be evaluated periodically by the Director pursuant to the currently established district procedures and evaluation criteria. The process shall include an evaluation of the employee's performance of the above essential job functions.

Classification History

Job description developed January 2009.

Job description revised November 2017.

Job description revised June 2018.

Job description revised October 2019.