



JOB DESCRIPTION

TITLE: Transportation Planner

REPORTS TO: Operations Manager

LOCATION: STEO Office, Prescott

TYPE: CUPE **DATE:** February 1, 2012

SUMMARY:

A key member of the Operations team, the Transportation Planner promotes the safe, effective and efficient operation of contracted school bus routes for eligible students in regular day, special education and summer school programs. The Transportation Planner creates, optimizes, audits and maintains school bus routes for a specifically assigned geographic region. School walk limits, student entitlements, route and vehicle requirements, stop locations, schedules and student assignments are also established, corrected and/or verified in accordance with provincial regulations, policy, procedures and departmental goals and objectives. The Transportation Planner also develops safety related materials for distribution to schools, students/parents and school bus operators and investigates accidents.

MAIN RESPONSIBILITIES (This is not an exhaustive list)

- Plan, create and maintain changes to school bus routes and schedule within an assigned geographical area.
 - Ensure compliance with provincial regulations and board policies and procedures governing student transportation by planning safe, effective and efficient school bus routes.
 - Assist the Operations Manager with the analysis and annual forecast of student transportation requirements and school bus route requirements.
 - Determine and verify student eligibility for transportation in accordance with policies and procedures, school and program attendance boundaries and established walk boundaries. Generate reports on student eligibility lists and ensure current and accurate information in SIS regarding student eligibility.
 - Carry out required operational adjustments due to changes in enrolment, student assignment, road and traffic patterns and Board decisions affecting school attendance boundaries and programs.
 - Analyze and report on the impact to school bus routes of changes in school attendance and program changes, school consolidation studies/closures and new school developments.
 - Liaise with schools, school bus operators, safety representatives of member boards, police and county/municipal officials regarding school bus routes, student passenger lists, bus schedules, route duration, road network patterns, stop locations, bus occupancy and matters related to student, vehicle and road safety.
 - Develop run and route optimization scenarios, including staggered opening and closing times, shared routes with coterminous Boards and route enhancements, in order to enhance school bus route efficiency and effectiveness.
- Undertake route and field audits, vehicle inspections and school visits to investigate complaints regarding school bus routes and to ensure compliance with policies and procedures, contractual obligations and standards of performance. Provide regular reports



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- and recommendations to the Operations Manager for corrective action and follow-up.
- Respond to inquiries and complaints from schools, parents/students, public members and school bus carriers regarding route planning and safety related student transportation matters. Investigate complaints and provide appropriate follow-up.
 - Generate and carry out daily assignment of students to routes in accordance with the daily audit from SIS. Generate route details and passenger lists and ensure the timely communication of changes to schools, school bus operators and parents/students.
 - Provide up-to-date, accurate and standardized data entry (student and transportation).
 - Validate student and route data supplied by school bus operators. Resolve discrepancies and implement required changes.
 - Undertake ongoing operational reviews of school bus routes (computer and field) to identify opportunities for run, bus and route efficiencies.
 - Assist with evaluations and recommendations regarding hazardous walking conditions for students and the identification of hazardous walk areas.
 - Identify and investigate opportunities for shared school bus routes.
 - Assists the Operations Manager with the development, coordination and implementation of student transportation inclement weather procedures including the monitoring of inclement weather, communication with media, schools, parents and students, school bus operators and other school boards.
 - Assist the Operations Manager with the development of policies, procedures and processes on safety and student transportation.
 - Assist with STEO participation in Ministry of Education pilot projects related to computerized school bus routing optimization scenarios.
 - Support the delivery of summer school transportation through route planning.
 - Provide recommendations to the Operations Manager regarding new safety initiatives.
 - Assist as required in assessing school bus loading zones and providing recommendations for improvements; monitoring and evaluating safety programs and workshops offered by school bus operators; investigating accidents and preparing reports of any pupil involved school vehicle and notifying and communicating with schools, parents, students and school bus operators.
 - Perform other related duties as assigned by supervisor.
 - Perform work in accordance with the provisions of the *Occupational Health and Safety Act* and Regulations and all other corporate/departmental policies and procedures.

SKILL

EDUCATION/EXPERIENCE:

- Community College diploma in transportation, planning or a related discipline.
- Minimum of three years progressive experience in a transportation related environment is required, preferably in a school district or municipal transportation department or bus transportation company.
- Familiarity with the STEO geographic area is considered an asset.
- Valid Ontario Class G Driver license and ability to travel.



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ADDITIONAL COMPETENCIES/SKILLS:

- Working knowledge of applicable legislation (e.g., Health and Safety, Highway Traffic Act, Ministry of Education student transportation) and corporate policies and procedures. In-depth knowledge of relevant policies and procedures.

Demonstrated ability to:

- Use transportation routing/scheduling/optimization systems.
- Use business software such as email, word processing, spreadsheets, presentation, databases, etc., and learn new software programs.
- Provide excellent service to internal and external clients by focusing efforts on discovering and meeting their needs.
- Succeed in a fast paced environment.
- Maintain confidentiality.
- Work effectively both independently as well as in a team environment.
- Direct activities towards timely completion of assigned tasks; quickly adjust priorities or resources in response to changes in organizational requirements.
- Lead by example, demonstrating tact, discretion, diplomacy, integrity, creativity and enthusiasm in achieving results.
- Communicate effectively and concisely, both orally and in writing.
- Adapt to changes in process, systems and organization structures.

EFFORT

- Prolonged periods of sitting at a computer. Light physical activity.
- A high degree of mental effort; attention to detail and accuracy is very important, meeting deadlines and concentration. Must be self motivated.
- Work normally consists of a variety of routine tasks where there is some judgement and choice of action within limits.
- Frequent travel required throughout the STEO geographic territory.

WORKING CONDITIONS

- Generally, normal indoor office environment.
- Occasionally required to adjust hours of work to attend meetings, site audits, etc.
- Occasionally required to extend hours of work to meet work demands including occasional peak periods where required to work evenings or weekends.
- Possible negative interaction with students or parents.