

Transportation Router

The Howard County Public School System (HCPSS) is one of the leading school systems in the state of Maryland and the nation. In alignment with our [*Strategic Call to Action*](#), our mission is to ensure academic success and social emotional well-being for our approximately 57,000 students in an inclusive and nurturing environment that closes opportunity gaps. To learn more about employment with HCPSS, please visit <https://www.hcpss.org/employment/>.

DESCRIPTION

Under the direction of the Transportation Planning Manager, the Transportation Router plans school bus routes and maintains information concerning routes and stop locations for students. The work of this position also involves maintaining data in the computer-assisted routing software to include routes, equipment, employee and student information, taking corrective action on bus routes and seeking assistance and guidance from the Planning Manager, Transportation Coordinators, as well as the Director of Student Transportation. This position is also responsible for assisting in maintaining data concerning transportation routes, students, equipment, and contractor information. This is a non-supervisory position.

ESSENTIAL POSITION RESPONSIBILITIES

- Analyze, create, and develop regular and specialized transportation routes to ensure safe, efficient, and reliable transportation of students.
- Responsible for working with Pupil Personnel Workers in establishing transportation for authorized students.
- Field inquiries from parents, school staff, school bus drivers and attendants, and contractors to address routing and scheduling concerns.
- Analyze bus stops for safety and efficiency compliance.
- Assist in addressing parent and community concerns relative to transportation services and traffic safety.
- Work with school-based and central office administration in addressing student transportation concerns.
- Document performance issues as they relate to assigned routes.
- Review student load reports and length of ride times.
- Coordinate route coverage and serve as dispatcher.
- Responsible for making routine decisions involving daily operations.
- Maintain continuing familiarity with the county and its growth, requiring constant review of all existing communities, new communities and new roads that affect transported and non-transported areas.
- Develop bus routes, verifies information, and ensures communication and coordination of operators' schedules.
- Learn, understand, and adhere to all HCPSS policies, safety guidelines, and DOT procedures related to routing.
- Review location of students, length of ride, and special needs of students.
- Receive placement notifications and implements necessary changes in routes.
- Instruct, disseminate and/or handle student transportation notifications to include deletions, information, and necessary changes.
- Maintain understanding of assigned schools and programs and may participate in site visits, route reviews, and/or program meetings as directed by supervisory staff.

Dr. Michael J. Martirano, Superintendent

- May handle miscellaneous activities related to routing as directed by the Regional Router.
- Complete routine and recommends unusual adjustments in routes to the Regional Routers for action.
- Make scheduling recommendations and adjustments with transportation leadership and staff.
- Perform related work as required.

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

MINIMUM QUALIFICATIONS

Applicants must meet all the following qualifications, listed below, to be considered for the vacancy.

Education:

- High school diploma or GED (equivalent).

Experience:

- Three (3) years of work experience in the transportation field to include:
 - Experience analyzing data to support and improve transportation services.

PREFERRED QUALIFICATIONS

- Experience with computer assisted routing software.
- Experience with Geographic Information Systems.
- Experience with VersaTrans Routing and Planning.

SELECTION REQUIREMENTS

Applicants who meet the minimum qualifications will be included in further evaluation. The evaluation may be a rating of your application based on your education, training, and experience as they relate to the requirements and preferred qualifications of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, dates, and hours of work. Clearly indicate your college degree and major on your application, if applicable.

For education obtained outside the U.S., any job offer will be contingent on the candidate providing an evaluation for equivalency by a [foreign credential evaluation service](#) prior to starting employment (and may be requested prior to interview).

EMPLOYMENT INFORMATION

This is a 12-month per year position in the Howard County Education Association, Educational Support Professionals (HCEA-ESP) employee bargaining unit. The current salary range for this position is Grade 22, \$49,497 - \$94,833. Actual placement will be in accordance with the salary procedures of the Howard County Public School System and the HCEA-ESP Master Agreement which considers relevant prior experience. Under the Fair Labor Standards Act, this position is exempt from overtime.

APPLICATION REQUIREMENTS

Complete applications must be submitted by the closing date. Information submitted after this date will not be added. Incomplete applications will not be accepted. Resumes will not be accepted in lieu of a completed application.

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Only applicants who submit all the requested information by the closing date of the vacancy will be considered for this position. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experience and education which most closely match the position qualifications and the needs of the school system.

Please note that a completed application includes:

- A complete application form that includes a listing of employment locations with dates of employment and names of direct supervisors.
- All supplemental materials (i.e.: resume, letter of introduction, transcripts) are required to verify that you meet the minimum qualifications.

For questions regarding this vacancy, please contact:

Sandy Saval
Human Resources Business Partner
Office of Human Resources
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sandy_saval@hcpss.org

Equal Opportunity Employer

HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants and prohibits discrimination, harassment, and retaliation of any kind. HCPSS is committed to the principle of equal employment opportunity for all employees in providing them with a work environment free of discrimination and harassment. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.