



**DURHAM CATHOLIC  
DISTRICT SCHOOL BOARD**  
*Learning and Living in Faith*

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## **TRANSPORTATION ROUTE ANALYST**

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The Durham Catholic District School Board is located just east of Toronto and is renowned for providing comprehensive Catholic education to over 21,150 students in 40 elementary schools, 7 secondary schools, and 4 continuing and alternative education centers throughout Durham Region.

The Durham Catholic District School Board invites applications from qualified candidates interested in the following position:

### **TRANSPORTATION ROUTE ANALYST**

Full-time, Permanent Position

**START DATE:** As soon as possible

**SALARY:** Band 8 (\$27.60/hour to \$30.22/hour)

**For more information, please review the attached job description.**

Interested candidates are invited to email a resume and cover letter to [hr@dcdsb.ca](mailto:hr@dcdsb.ca) on or before 4:00 p.m. on Thursday, May 20, 2021.

The Durham Catholic District School Board believes that fostering an inclusive, anti-racist and equitable culture is a moral imperative. Helping the diverse students we serve in reaching their full potential, and, ensuring that every member of this community is valued, are foundational pillars at our Board. We invite and encourage applications from all qualified individuals that are traditionally underrepresented and under recruited in our workforce.

Pursuant to the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), if you require accommodation at any time throughout the application process, please contact Sonja Ruby, Human Resources Assistant at [sonja.ruby@dcdsb.ca](mailto:sonja.ruby@dcdsb.ca) prior to the posting closing date so that appropriate arrangements can be made.

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Morgan Ste. Marie  
Chair of the Board

Tracy Barill  
Director of Education

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

[www.dcdsb.ca](http://www.dcdsb.ca)

## POSITION DESCRIPTION

Title	Transportation Route Analyst	
Location/Department	Durham Student Transportation Services	
Reports to	Operations Manager, Durham Student Transportation Services	
Affiliation	C.U.P.E. Local 218 Secretarial/Clerical/Technical	
Salary Grade/Range	Band 8	
Date	April 2021	

### POSITION SUMMARY

Reporting to the Manager of Operations, Durham Student Transportation Services, the position is responsible for the planning safe and efficient transportation of students daily, planning, administering, reviewing and monitoring all bus routes within an assigned geographic area. The position will provide planning expertise in all aspects of student transportation using project enrolment and/or ridership, vehicle utilization and capacity, transportation accommodation and student safety with the goal of maximizing route effectiveness and efficiency while adhering to Ministry of Transportation and Highway Traffic Act regulations. Responds to enquiries from parents, schools, municipalities, member boards and bus operator staff. Maintains computerized transportation data, including data analysis and statistical reporting. Investigates all operational and safety concerns for the assigned geographic area.

### DUTIES AND RESPONSIBILITIES

Major Duties:

#### 1) Route Planning and Data Integrity

- Develop and implement transportation route planning, based on an analysis of community areas, including all geographical attributes such as roadways, pedestrian walkways, municipal specific issues (such as speed limits, traffic patterns etc.) and any identified safety hazards;
- Plan, optimize and review school bus runs and bus routes to ensure safety and efficiency;
- Research and develop innovative and cost effective transportation solutions to address the needs of students and school boards;
- Determine and implement vehicle requirements based on student numbers, growth trends, special needs, program requirements and consortium and partner board policies/procedures;
- Conduct on board route audits to ensure driver and contract compliance;
- Conduct GPS data audits on route metrics, analyze planned versus actual performance and address any issues through route modification or compliance with bus operators;
- Conduct field studies to determine the safest and most efficient bus stop locations and hazard areas;
- Develop and maintain school attendance/transportation boundaries within the Geographic Information System (GIS) based routing software in accordance with consortium and partner board policies and procedures;
- On a daily basis, manage enquiries from operators, schools, parents and other stakeholders, making changes to the transportation solution as required;
- Interpret and apply consortium and partner board policies and procedures with respect to transportation planning, requests and changes;
- Generate reports from the GIS planning software to assist with the analysis of Key Performance Indicators (KPS), exception reporting to identify routing optimization, costing and other initiatives;

**POSITION DESCRIPTION** (continued)

Title: Transportation Route Analyst	
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**DUTIES AND RESPONSIBILITIES** continued

- Review bus stop locations, bus run/route sequencing to ensure safety and efficiency are maintained with adherence to consortium and board policy/procedure;
- Analyze all aspects of the transportation system including bus routes, bus stop locations, bell times, traffic patterns, safety and hazard implications, and vehicle capacity to recommend changes to improve the efficiency and safety of the transportation provided;
- Ensure all aspects of the GIS digitized map is up to date and correct, including street properties, house and school locations, road changes/speed limits, and input of all safety hazards.

**2) Communication and Conflict Resolution**

- Liaise with bus operators as required, monitor bus operators for adherence to route plans, partner board and consortium policies and procedures;
- Provide direction to operators with respect to the transportation policy;
- Provide direction to operators and schools with respect to emergency procedures in the event of an incident or accident involving transportation;
- Investigate parent requests to review or change transportation arrangements using sound metrics and established DSTS guidelines while adhering to the Highway Traffic Act;
- Respond to inquiries from parents/guardians, school staff, and bus operators; and investigate and communicate information with respect to school bus incidents;
- Resolve all concerns and complaints received from all stakeholders on wide range of matters including student conduct, bus route timings, bus stop location, operational safety of the school bus, and challenges to the transportation policy application including eligibility;
- Familiarity with a wide range of partner school board policies and procedures, including critical incidents, emergency evacuation and lockdowns;
- Provide thorough explanations of DSTS and partner board policies and procedures as they relate to student transportation to diffuse and deescalate stakeholder concerns.

**3) School Bus Routing GIS Analysis and Simulation Planning**

- Prepare and develop routing scenarios using GIS based Routing Software that can reduce the number of buses in a certain area of the Durham Region by adjusting and/or optimizing school bell times;
- Develop scenarios for Ministry purposes, and if Board Policies should change for transportation policies (i.e. eligibility criteria, etc.);
- Forecast fleet requirements for annual student transportation planning for designated area based on school boundaries, program requirements, operational changes, student enrolment and performance monitoring to ensure appropriate resources within financial and service parameters;
- Compile and analyze student data and projected enrolment in growth areas to determine vehicle requirements based on student eligibility, regional geographic changes, growth trends;
- Optimize and assess all bus routes regularly to ensure efficient use of vehicles that maximizes capacity on the bus while managing ride times within service parameters;
- Develop routing scenarios that maximizes usage of the vehicle through tiering of routes, identification of underutilized vehicles, and run and route modifications;
- Prepare monthly, semi -annually and annually status review reports out of GIS (i.e. walk to bus stop distance, common stop optimization, school bus ride time analysis, student-based information reporting etc.);

**POSITION DESCRIPTION** (continued)

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**DUTIES AND RESPONSIBILITIES** continued

- Participate and provide suggestions for long term and short- term operational plans and procedures.

**4) Assist In Arranging Transportation For Special Education And Medical Students**

- Receive information regarding students placed in special education class or students with any medical concerns, that require transportation;
- Determine necessary transportation requirements based on student needs;
- Record all information regarding special education/medical needs transportation within the routing software.

**5) Perform other duties as assigned.**

**Equipment Used:**

Digitized map; ArcView, GIS based Routing Software; MS office, computer; printer; telephone; fax machine; photocopier; calculator.

**QUALIFICATIONS**

**Education**

- Post- secondary education in transportation planning, GIS, Geography, or other related discipline/or equivalent combination of education and experience.

**Experience**

- Knowledge of computer hardware and software necessary for graphic presentation and mapping, ArcView and GIS Based Routing Software and Microsoft Office suite (Excel, Word, Power Point, and Access) and basic GIS concepts and applications;
- Experience with researching transportation planning issues, evaluating alternatives, making recommendations and preparing and presenting staff reports;
- Effective working independently and as part of a team;
- Strong interpersonal and communication skills;
- Ability to provide a high level of customer service to the public in person, e-mail and phone and in dealing effectively with regional and municipal contacts, community groups, board administrators, schools and parents, in a tactful and professional manner;
- Ability to organize and prioritize a variety of projects and multiple tasks in an effective and timely manner;
- Knowledge of applicable transportation related laws, school bus safety principles, AODA transportation related regulations;
- Knowledge of Durham Region's municipalities and road structures and the location of the Durham District Schools would be an asset;
- Must have and maintain a valid driver's license and daily access to a vehicle. Must be able to walk long distances for distance verification and travel on school buses for auditing purposes.

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