



Analyst III, Lead Routing

Reports to: Routing Supervisor

Division: Operations

Structure/Grade: Unified 124

Workdays: 246 Days

Position Summary

The Lead Routing Analyst III is responsible for developing, analyzing, and maintaining efficient and safe school bus routes for all students within the district. This role involves providing ongoing technical and project management support to Routing Technicians and Routing Clerks. The position requires an advanced understanding and application of routing software to analyze and optimize school bus routes. Strong written and verbal communication skills are essential for collaborating with internal and external departments while ensuring compliance with local, state, and federal transportation regulations.

Essential Job Duties

- Provide frequent technical and project management support to Routing Technicians and Routing Clerks.
- Conduct daily system and database maintenance functions to ensure data accuracy and integrity, including the management of daily downloads from the student information system.
- Serve as a point of contact for troubleshooting routing operating system issues with the vendor.
- Design and update daily bus routes to maximize efficiency, safety, and compliance with district policies.
- Input and maintain accurate student transportation data for special needs and general education programs, including addresses, contact information, and eligibility.
- Collaborate with Transportation Supervisors/Managers to monitor and analyze arrival times, layovers, departure times, student load data, driver input, and related information to implement routing and scheduling adjustments that ensure the safety and efficiency of the transportation system.
- Work closely with school administrators, special education staff, and transportation personnel to accommodate student needs and address concerns.
- Ensure all routes comply with applicable laws and regulations, including those related to special education and hazardous walking conditions.
- Provide timely and clear communication regarding route changes, delays, or issues to all stakeholders.
- Generate and analyze reports related to routing efficiency, student ridership, and other relevant metrics.
- Work with the Planning Department and the Geographic Information System (GIS) Analyst to establish and maintain the mapping system and attendance boundaries by updating and editing maps for additions or changes to roads within the district's planned routes.
- Address and resolve routing issues or conflicts promptly and professionally.
- Assist in training new staff on routing software and procedures.
- Coordinate route planning and mapping precision of pickup/drop-off sites to meet changing district requirements effectively.
- Analyze data to inform decisions and improve practices.
- Support the professional growth of staff by providing direction, support, and constructive feedback.
- Provide guidance to teams during times of risk and uncertainty, aligning efforts toward common goals.
- Perform additional duties as assigned.



Qualifications

- High school diploma or equivalent required; associate's degree or higher in Logistics, Business, or a related field preferred.
- Minimum of three years of experience in transportation operations, student routing, logistics, or a related field.
- Experience with routing software such as Edulog, Transfinder, VersaTrans, or similar systems is highly desirable.
- Excellent oral and written communication skills, with the ability to facilitate clear and effective coordination among departments and stakeholders.

Knowledge, Skills, and Abilities

- Knowledge of K-12 transportation operations and related regulations
- Knowledge of organizational and departmental planning and operational procedures
- Knowledge of manpower and facilities requirement forecasting techniques
- Proficiency in Microsoft Office Suite (Excel, Word, Outlook) and GIS-based routing software.
- Excellent analytical, problem-solving, and organizational skills.
- Ability to make critical strategic decisions that have a significant impact on the organization
- Superior critical thinking and problem-solving abilities
- Strong attention to detail and accuracy.
- Ability to translate broad strategic plans into objectives for assigned functions
- Ability to represent the organization internally and externally, and coordinate and collaborate with federal, state, regional, and local organizations
- Ability to work independently and as part of a team.
- Ability to prepare and organize documentation or reports
- Ability to organize and prioritize tasks and manage multiple assignments simultaneously

Physical Demands and Work Environment

- Constantly operates a computer and other office machinery.
- Frequently remains in a stationary position.
- Occasionally moves about inside an office.
- Occasionally moves office equipment weighing up to 25 pounds.
- Constantly works in an indoor environment.

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: _____ Date: _____

Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification, the current documents obtained in the Division of Human Resources will always govern. The DeKalb County School District reserves the right to modify, alter, or discontinue these reference materials for any reason.

Reviewed/Revised: 6/25/2025