



GoldStar Transit
Job Description – Routing Coordinator, Bastrop
Updated – March 27, 2018

DEFINITION:

This full-time hourly position will manage a school transportation software suite to efficiently and cost-effectively manage day-to-day transportation needs from stop locations to time spent on a bus to route changes to communications with all parties of interest.

SPECIFIC JOB DUTIES

- Develop and implement routing with computerized software.
- Transfer geographical data; prepare maps, programs, and related graphical media.
- Develop optimization strategies using various GPS programs designed to ensure our customer is serviced in a highly effective and efficient manner.
- Provide routing process improvement recommendations to your Supervisor/Manager: Recommend specific changes to help increase productivity and efficiency; Create, edit, correct, and delete routes.
- Dispatch and answer phones on an as needed basis.
- Participate in company required training, or as assigned by manager.
- Perform other duties and special projects as assigned.
- Oversee, update and monitor student tracking on buses.
- Oversee and track pay-for-ride program
- Update community correspondence
- Other Duties as assigned by Terminal Manager

JOB REQUIREMENTS/ KNOWLEDGE

- Highly developed interpersonal skills
- Ability to communicate effectively with all levels of Operations, and School District Personal and School Bus Drivers.
- Strong organizational, analytical and time management skills.
- Advanced Computer Skills including Microsoft office (word, excel, publish, outlook etc.), as well as an aptitude to learn new software
- Familiarity with Transfinder routing software a plus
- CDL preferred but not required.

Interested candidates are encouraged to submit a resume to Derek Hay at dhay@ridegst.com

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