



JOB TITLE: Transportation Planner
LOCATION: Camarillo, CA
DEPARTMENT: Transportation Planning Department
REPORTS TO: Department Manager
FLSA STATUS: M- F, Full Time, Non-exempt

COMPANY

Since 1991, R&D Transportation Services, Inc. (R&D) has successfully worked with California Regional Centers and School Districts to deliver a comprehensive brokerage model that consists of Scheduling, Billing and Contract Administration, Customer Service Center, and Quality Assurance for Field Operations. Although not a direct transportation service provider, R&D coordinates with vendors to ensure that they operate safe, reliable, and efficient transportation services for people with developmental and physical disabilities.

SUMMARY

R&D's Transportation Planning Department is the gateway to how we accomplish our organizational mission to promote safe, efficient, reliable, and cost-effective transportation solutions for our customers. This begins with important work that takes place in the area of vendor contract administration, computerized routing and scheduling, and is ultimately reflected in the quality of our billing services. For this reason, the quality of our work is held to a high standard of service delivery. Ultimately, the results-driven outcomes are manifested in the strong partnerships that R&D has built with customers over the past 25 years. R&D's Transportation Planner will assist the department manager with technical support/expertise, on-going training and development of personnel, and will schedule for a designated project area.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to the following:

- (1) Assists Department Manager with project planning policies including the use of licensed GIS Routing and Planning Software in order to evaluate and resolve unmet service needs with the goal to improve department planning processes.
- (2) Conducts quality assurance reviews and makes recommendations to ensure that department performance standards align with contractual service requirements.
- (3) Coordinates and manages transportation planning projects; provides support and oversight for the Department's planning and organizational performance activities.
- (4) Informs and advises customers about transportation project needs assessment and prioritization; represents the department and facilitates vendor, project team, and customer meetings to prioritize, plan and develop transportation projects.
- (5) Coordinates interdepartmentally, with vendors, and other agencies involved to execute transportation transition plans and to implement new service.
- (6) Serves as a technical resource for project teams to ensure plans and projects comply with regulatory and fiscal requirements and constraints.
- (7) Evaluates costs, benefits, and risks of alternate vendor selections.
- (8) Solves and responds to escalated customer concerns, complaints and comments as they relate to the department activities.
- (9) Assigned to cover the following Scheduling responsibilities:
 - Routes must be established in accordance with routing and scheduling guidelines for respective projects,
 - maintain accurate database of rider profiles (including special needs like wheelchair accessibility, behavioral, medical and/or ride-time limits),
 - maintain a complete and accurate database of vendor vehicle configurations and capacities;
 - create and maintain database of program or school schedules.
 - Prepare comprehensive reports, correspondence, and presentation materials.
- (10) Performs other responsibilities as required or assigned.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed herein are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



EDUCATION and/or EXPERIENCE: Bachelor's degree (B.A) from four-year college or university; or minimum five years' progressively responsible experience in passenger operations, transportation planning, or related field; or equivalent combination of education and experience. Demonstrated management ability with staff management and development and/or proven track record in project management leading team(s) to perform optimally in accordance to contractual/budgetary requirements.

KNOWLEDGE

- Theories, principles, practices of passenger transportation planning in the area of ADA
- Applicable local, state, and federal laws, rules, and regulations; governing transportation policy
- Passenger transit system safety culture, operations, and scheduling
- Organization and processes of local, regional, and state government, including legislative regulations
- Financial, analytical, statistical, and mathematical methods and procedures

ABILITIES

- Excellent problem solving and critical thinking skills
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to respond effectively to the most sensitive inquiries or complaints.
- Excellent numeracy skills that include advanced mathematics, algebra, geometry, statistics, an ability to interpret bar graphs
- Ability to communicate effectively verbally and in written form
- Interact professionally with various levels of employees and outside representatives
- Professionally represent R&D before our customers
- Thinks, acts independently, and exercises good judgment
- Conduct comprehensive studies and analyses
- Recommend relevant policies and procedures
- Experience with Versatrans routing and planning system preferable. However, experience with other computerized routing and planning programs will be considered
- Computer proficiency in Windows 7 and Microsoft Office

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel mostly in the use of a computer keyboard and mouse; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or a move up to 10 pounds. Specific vision abilities required by this job include close vision, and color vision for use of the computer and the color differentiations in the computer routing programs.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

RESUME SUBMISSIONS

Please submit your resume and cover letter to: RandDTransportationInc.appone.com