



No.: CUPE C-24-0160UTE
POSTED: September 17, 2024
DEADLINE: 4:30 p.m. September 25, 2024

Route Planner
1 – Acting Position
Community, Business & Student Transportation
CUPE Local 4400 Unit C - Grade K (12 Month)
\$33.47 – \$39.22 per hour

(It is anticipated that this acting assignment will end on February 1, 2026)

The Toronto District School Board adheres to equitable hiring, employment and promotion practices.

Reporting to the Assistant Manager, the Route Planner will be responsible for safe and efficient routing of Board and contracted vehicles.

Summary of Duties:

- Enter and revise student data
- Plan, develop, review and route Board contracted buses using computerized planning tools;
- Update bus routes daily to add students, changes of addresses and schools;
- Prepare reports to monitor efficiency of service;
- Review school hours for optimal routing scenarios;
- Liaise with the public, school staff, parents and other groups re transportation inquiries
- Run utilities programs to update computerized software; and
- Other related duties as assigned.

Qualifications:

- Two year community college diploma in related field including planning and computers with two years' related experience in route planning in a computerized environment, or an equivalent combination of education and experience;
- Successful experience with computerized routing and other related software programs
- Familiar with Board transportation policy & guidelines;
- Familiarity with the school bus industry; and
- Demonstrated transportation planning skills.

Location: 270 Cherokee Boulevard (Wheelchair Accessible) (Hybrid Work Eligible)

Hours: 35 Hours per week

Work Year: 12 Months

Please note:

Applications **must** be submitted:

1. In résumé form with a covering letter to: Application.Submission@tdsb.on.ca
2. With competition # **CUPE C-24-0160UTE** in the subject line
3. Apply no later than 4:30 pm on **September 25, 2024.**

Only applicants selected for an interview will be contacted. Applications will not be acknowledged in writing.

We strive to meet the accommodation needs of persons with disabilities. Applicants are encouraged

to make their needs for accommodation known in advance during the hiring process.

The TDSB follows a hybrid work structure where some employees may be able to work remotely at times, based on operational requirements. Please refer to [Policy P103](#), Flexible Working Arrangements for more information.