

So You Want to be a Scheduler: King County Metro's Scheduling Trainee Program

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Senior Schedule Planner
King County Metro Transit



What does a Senior Scheduler Planner do?

- Creates bus, rail, and water taxi schedules, vehicle and driver assignments
- Determine running times, length of recovery and deadheads
- Data Driven – APC, AVL Data, HASTUS
- Works closely with operators and first-line supervisors

Who can be a Scheduler?

Per the Union Contract:

- First-Line (Bus) Supervisors
- Rail and Streetcar Supervisors with previous Bus Supervisor seniority
- Operations Support Systems (OSS) Coordinators

The Scheduling Trainee Process

Every six months, during the First-Line Pick process, one Senior Schedule Planner position will be used for training.

The Scheduling Trainee Process

- Supervisors submit a letter of interest, expressing the desire to be trained.
- Interviews are conducted with qualified candidates. Interview questions test system knowledge and basic scheduling knowledge.

The Scheduling Trainee Process

Once a candidate has been selected, the training program is started at the beginning of the First-line Supervisor Shake-up.

Scheduling Trainee Program

- Eight week program
- Two Senior Schedule Planners do the training
- All other Senior Schedule Planners add information about work that is unique to their Base

Goals of the Scheduling Trainee Program

- Define what Scheduling does and how it relates to the rest of Transit.
- Research and plan a Maintenance Package for a Transit Base as part of the next Service Change.
- Become comfortable using Scheduling software to create vehicle schedules.
- Create operator assignments using runcut features in HASTUS on vehicle schedules you have built.

Outline of the Training Program

- Week One - Introduction of terminology used within Scheduling
- Week Two -Train the Trainee how to use the tools
- Weeks Three and Four – Build vehicle schedules in HASTUS

Outline of the Training Program

- Weeks Five and Six – Build Crew Schedules within HASTUS
- Week Seven – Work closely with our System Impacts and Events Coordinator
- Week Eight – Review the training process and complete a final exercise

Goal Posts During the Training Program

- Exercises are given to the Trainee to demonstrate various skills throughout the program.
- Additional explications and exercises given to strengthen skills.

Final Exercise

- Several exercises are given to the Trainee and must be completed by the end of the work day.
- Covers a wide range of material.
- Must score at least 80% to qualify.

Post-Training

- The newly qualified Trainee is now an Acting Senior Schedule Planner.
- This person should be able to do the day-to-day tasks as a regular Senior Schedule Planner.

Additional Duties

- If a current Senior Schedule Planner is working in a different capacity, any of the qualified trainees could have an opportunity to back-fill.
- Acting Senior Schedule Planners could be asked to work on special projects, like the Emergency Snow Network.

Filling Vacancies

- The same qualifications for being a Scheduling Trainee are used to fill any vacancies.
- Those who are trained as Acting Senior Schedule Planners have an advantage in the interview process.

Final Thoughts

Any questions? Comments?

Thank you!

