

TRANSPORTATION SCHEDULER

JOB SUMMARY

Under the direction of the Transportation Director or Transportation Operations Supervisor. Develop student transportation routes and bus driver schedules for home-to-school, special education, and field trip activities. Monitor services and enforce compliance of routes and schedules with policies and procedures. Perform route maintenance and respond to requests for service changes and exceptions. May be required to transport students.

TYPICAL DUTIES

Planning and scheduling school bus routes, driver, stops, and loading zones. Make temporary arrangements for route changes and vehicle breakdown. Dispatch emergency vehicles, drivers, and mechanics as necessary. Dispatch bus drivers and buses on routes and field trips. Maintain records and prepare reports related to regular and special routes, personnel, schedules, financial issues and student discipline. Type and update driver schedules, route sheets and run time reports. Maintain accurate records of students requiring special needs and medical information. Maintain filing system. Assign drivers and buses to transport special education students on regular routes and field trips. Schedule new student pick-up and drop-off routes. May process and maintain field trip requests and related information. May log requests and prepare related records. Assist in the coordination of charter vehicles and contact schools. Assure proper coverage of field trips. Provide emergency first aid and/or CPR as required. Communicate with drivers, teachers, parents, and principals to discuss issues and discipline problems, exchange information, prepare schedules, and resolve questions or concerns. Operate a variety of office equipment including a copier, calculator, facsimile, computer and assigned software. Operate a two-way radio and respond to calls on telephone and two-way radio. Assign substitute bus drivers as necessary. Prepare substitute driver work lists. Verify time cards as directed. Perform other related duties as assigned.

JOB REQUIREMENTS

Any combination of education, training, and/or experience which demonstrate ability to perform the required duties. A typical qualifying background would include graduation from high school or equivalent, and two years of bus driving or student transportation experience.

Knowledge of:

Laws, rules, and regulations, including applicable sections of the State Education Code applicable to buses and pupil transportation. School bus operations, including vehicle characteristics and wheelchair equipment modifications. District organization, operations, policies, and objectives. Interpersonal skills using tact, patience, and courtesy. Record-keeping techniques. Policies and objectives of assigned program and activities. Oral and written communication skills. Operations of a computer and assigned software. Telephone techniques and etiquette. Operation of business machines including a two-way radio. Routing from raw data bases and of constructing bus schedules from complex time and policy parameters. Topography, addressing design, street and freeway layout of the city.

Ability to:

Monitor assigned personnel and District vehicles to assure safe, efficient, timely, and accurate transportation of District students. Read and use maps. Coordinate schedules and assignments, and design routes. Dispatch bus drivers and buses on routes and field trips. Serve as a liaison between schools and parents. Communicate effectively both orally and in writing. Establish and maintain cooperative and effective working relationships with others. Learn, apply, and explain rules, regulations, policies, and procedures in a clear, concise, professional manner. Work independently. Concentrate on work tasks in a high noise and activity work environment and perform and complete tasks under pressure of time and volume. Maintain accurate records and prepare reports. Operate a computer and efficiently use assigned software. Operate a variety of office equipment including a two-way radio.

LICENSE

Must possess a valid California driver's license and the ability to maintain vehicle insurance coverage. Possession of a valid school bus driver's license is preferred but must be obtained within the first year of employment.

PHYSICAL ABILITY

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. While performing the duties of this job, the employee is regularly required to sit for extended periods of time, walk, use hands and fingers to operate a computer keyboard; see to perform assigned duties; hearing and speaking to exchange information; bending at the waist, reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

**WORKING
CONDITIONS**

Office and outdoor environment. Constant interruptions. May be exposed to vehicle exhaust fumes, gases, and odors.