

## Position Description

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

**Job Title:** Transportation Technician

**Pay Table:** Support

**Pay Grade:** 8

**FLSA Status:** Non-Exempt

**Job Code:** 590

**Reports to:** Director of Transportation

### **JOB SUMMARY**

Under the direction of the director of transportation, the transportation technician receives and reviews school requests for transportation, arranges for drivers, maintains related records and bills non-district user organizations.

### **ESSENTIAL JOB FUNCTIONS**

- Receives school requests (on computer) for special event transportation. Approves or disapproves requests after reviewing travel regulations, bus availability, driver location, etc. Telephones requesting organization if problem in approving request. Offer alternative times or days.
- Reviews hours drivers will accumulate for week of trip. Telephones eligible drivers to make trip arrangements. Prints out trip request and transmits to designated drivers.
- Coordinates with mechanics to schedule buses for required maintenance.
- Enters driver extra trip information into computer and inputs data for field trip requests.
- Maintains school files of extra trip requests. Consolidates extra trip data at end of year. Prepares State report on extra trip transportation.
- Prepares bills to non-school district extra trip transportation users (charter schools, cities, Title I after school programs, etc.)
- Assists drivers with locating stops pertaining to routes and pickup locations. Answers phone and radio calls regarding daily route and trip inquiries.
- Provides secretarial assistance for other office personnel when other individual absent or has extra work.
- Attends weekly meetings regarding special trips, routing and office procedures.
- Operates bus as needed.

### **MINIMUM REQUIREMENTS**

- High school graduation or equivalent education and/or experience.
- Six (6) months to one (1) year of experience related to the above tasks, knowledge,

skills and abilities or an equivalent combination of education and experience.

- Commercial Driver's License (CDL) preferred.
- Department of Transportation (DOT) physical exam.
- The following educational requirements can be completed after employment: District and state training (conducted annually). Annual 8 hours of inservice training (Certificate of inservice training required). Defensive driver training. First Aid training.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to operate computer and small office equipment.
- Ability to use highly technical computer software.
- Strong word processing and other general secretary skills.
- Ability to effectively relate with drivers.
- Knowledge of routes and drivers.

### **PHYSICAL DEMANDS**

Heavy work: Exerting up to 125 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, climbing, crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity and walking.

### **WORKING CONDITIONS**

Employees in this position work in a dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.

*The Davis School District has the right to revise this position description at any time.*