



Job Description

POSITION CODE: 811
Classified Group: Teamsters
Salary Range: 28
Work Days: 261
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POSITION TITLE: Lead Transportation Operations Technician

DEFINITION: Under general supervision, perform as a dispatcher; answer phones and two-way radios, locate and provide direction to school bus drivers, related to routing issues; assists the Transportation Operations Supervisors with bus routing, scheduling, and with day-to-day operations of the Transportation Department; tracks and reports mileage, load counts, and other relevant information for any program or entity which can be invoiced for Transportation services; is the technician responsible to ensure that all routing is correct, completed on time, and is managed throughout the year; establishes priorities, provides training, and assigns, coordinates, and directs the work of subordinate employees; may be assigned to the duties of a bus attendant on an as needed basis.

DIRECTLY RESPONSIBLE TO: Director, Transportation Operations or Designee

SUPERVISION OVER: N/A

DUTIES AND RESPONSIBILITIES: (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities which may be found in positions within this classification.)

1. Assists in planning, preparing, and evaluating bus routes and stops.
2. Finds appropriate routes for therapies, workability students and special schedules.
3. Creates and maintains assignments for bus attendants.
4. Performs mileage checks.
5. Gathers data concerning routes.
6. Examines routes and recommends shortest, safest route and appropriate locations for pickups.
7. Provides daily assistance to drivers on matters relating to routes and route changes.
8. Modifies **bus** schedules as appropriate.
9. Assists in developing school beginning and ending bus schedules.
10. Performs work on the latest office machines including but not limited to: standard office software and Transportation specific software, computers, printers, scanners and related equipment.
11. Inputs data and utilizes computer systems for various tasks.
12. Provides information on routine procedural or directional questions and refers calls to proper supervisor.
13. Solves problems for drivers, attendants, parents, and others.
14. Assists supervisor in preparing, maintaining, and reviewing forms, records, and reports (i.e. mileage, student counts, etc.).
15. Answers phones and performs all other duties related to radio dispatch (i.e. covering routes for absent drivers, documentation of all incidents and accidents, notifying the California Highway Patrol (CHP) of accidents, heavy phone calls from parents, drivers, teachers, staff, etc.).
16. Reassigns buses which are disabled or buses out of service for Preventative Maintenance Inspections (PMI's) or other reasons.
17. Performs extensive GPS tracking including speed reports and zone managing.
18. Assigns field trips to appropriate drivers.

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19. Maintains field trip seniority list.
20. Maintains driver's hourly/daily assignment sheet.
21. Assists other office positions when busy and with routine and special projects.
22. Performs related work as required.

QUALIFICATIONS:

Education and Experience:

Minimum of a high school diploma or GED; experience with bus routing/driving or other related transportation experience which demonstrates ability to perform the duties of the position.

Licenses and Certifications:

- Valid California Class C driver's license issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring this license
- Staff hired for this position who are in possession of the following licenses/certification must maintain these during employment with the district:
 - Valid California Class B Commercial Driver's License with Passenger and School Bus endorsements and air-brake certification
 - Valid California School Bus Driver's Certificate
 - Valid First-Aid Certificate
 - Valid medical certificate approved by the California Department of Motor Vehicles
 - Any and all licenses/certifications may not include any restriction other than, 'Automatic Transmission Only'

Knowledge, Skills, and Abilities:

- Knowledge of transportation scheduling, routing methods and techniques
- Knowledge of district safety practices and procedures
- Knowledge of interpersonal skills using tact, patience, and courtesy
- Knowledge and skill in the use of computers and assorted software programs
- Ability to read, interpret, and implement district policy and California Highway Patrol regulations
- Ability to plan and coordinate multi-site activities
- Ability to understand and follow verbal and written instructions
- Ability to work independently, with minimum direction, and make decisions within the framework of established guidelines
- Ability to communicate effectively both verbally and in writing with all levels of district staff
- Ability to analyze situations and adopt an effective course of action
- Ability to work effectively with all levels of district staff
- Ability to learn and use new and existing automated office equipment
- Ability to plan and direct the work of other employees
- Ability to establish priorities, plan and schedule work, and coordinate work flow in peak times
- Ability to maintain consistent, punctual and regular attendance

WORKING CONDITIONS:

Work Environment:

- Indoor office and school bus environment
- Moderate noise

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- Continuous contact with students, staff, parents with frequent interruptions and significant distractions
- Contact with dissatisfied and/or uncooperative individuals

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Inspect documents and other written materials with fine print
- Communicate to exchange information in person, in small groups, and/or on the telephone
- Operate office equipment requiring repetitive hand movement and fine coordination
- Good physical condition as determined by pre and post-employment inquiries and health reports
- Move about school bus and facilities to conduct work including walking, stooping, kneeling, crouching, crawling, climbing, standing, reaching with arms and hands, or balancing for long periods of time
- Lift and/or move, objects weighing up to 50 pounds and on occasion lift and/or move objects weighing up to 150 pounds with assistance.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception

Hazards:

- Exposure to fumes, airborne particles, oil, grease, other motor vehicle fluids, and toxic or caustic chemicals
- Exposure to and contact with blood or other bodily fluids

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 9/22/1987
Revised: 8/9/1988
Revised: 3/17/1995 (License Only)
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