



Excellence for all.

Job Title: Transportation Scheduler

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Basic Function:

Under the direction of the Supervisor of Transportation and/or assigned designee utilizes technical, clerical and transportation coordinating skills, to assist in the planning and coordinating of bus routes and schedules; dispatches drivers and equipment required for transportation of students; prepares and maintains files, records, logs and reports.

Distinguishing Characteristics:

The Transportation Scheduler must possess a license to drive a school bus and drives a school bus on an as needed basis. Transportation Scheduler is distinguished from Bus Driver as the primary job responsibilities to schedule the bus routes and driver schedules for the District.

Representative Duties:

Essential Function

- Maintain District standards of excellent customer service and professional behavior in various and sometimes challenging situations.
- Access and monitor District email daily to receive important updates from school and District administration.
- Participate in staff development and in-service training programs as assigned.
- Assist in planning schools bus routes, driver schedules, stops, and loading zones; makes temporary arrangements for route changes and vehicle breakdowns; dispatch emergency vehicles, drivers and mechanics as necessary.
- Dispatch bus drivers and buses on routes and field trips. Monitor and modify schedules and routes to assure daily transportation needs are met and emergency situations are resolved; determine most efficient routes.
- Assign new students to bus routes and station stops; update student address changes and school schedule changes; modify bus assignments as needed.
- 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.
- Verify and review a variety of driver logs, bus conduct reports, mileage reports, and time reports for completeness and conformance with established regulations and procedures.
- Train and assist new drivers concerning student behavior management and other pupil transportation related problems and situations.
- Provide work direction and guidance to drivers regarding daily operating procedures, District policies and route changes.
- Answer telephones and direct inquiries to the appropriate department or person; resolve student transportation issues and concerns; assist in the investigation of bus accidents; drive a District vehicle to conduct work.
- Continuously survey the existing transportation program for safety, service costs and areas in need of improvement; advise appropriate personnel of unusual trends or problems and recommend appropriate corrective action.
- Assist in coordinating maintenance and servicing of bus fleet; assure proper coverage for buses in the garage.
- Operate a variety of office equipment including a copier, fax machine and a computer and assigned software; utilize computerized routing software for bus routing as assigned by the positions.

- Communicate with other departments, administrators, school site staff and outside agencies to coordinate services, exchange information and resolve transportation issues.
- Conduct safe driving and safe working methods and procedures training programs. Interpret, apply and explain applicable laws, codes, rules, regulations and policies.
- Serve as substitute bus driver as needed; drive a school bus as needed over prescribed routes and in accordance with time schedules.
- Perform related duties as assigned.

Knowledge and Abilities:

Knowledge of:

- District standards of excellent customer service, interpersonal skills using tact, patience and courtesy.
- Principles and techniques of route scheduling
- Methods and procedures of dispatching transportation vehicles
- District boundaries and the general geography of the area
- Applicable laws, codes, rules and regulations related to pupil transportation.
- Health and safety regulations
- Modern office practices, procedures and equipment
- Operation of a variety of office equipment including a computer and assigned software.
- Operation of a two-way radio
- Record keeping and report preparation techniques.

Ability to:

- Understand and follow oral and written directions.
- Establish and maintain effective and cooperative working relationships with others.
- Communicate respectfully and effectively with students, staff and the public.
- Learn and incorporate new skills, techniques and/or industry trends.
- Maintain regular and consistent attendance.
- Operate a school bus over designated routes in accordance with time schedules, picking up and discharging students.
- Assign buses and drivers to designated routes and special events.
- Review routes and schedules to accommodate changes.
- Prepare and maintain a variety of records, logs, lists, files and reports.
- Interpret, apply and explain applicable laws, codes, rules and regulations.
- Read and interpret maps.
- Operate a variety of office equipment including a computer and assigned software.
- Operate a two-way radio.
- Observe legal and defensive driving practices.
- Make generalizations, evaluations or decisions without immediate supervision.
- Plan and organize work; assign and review the work of others.
- Meet schedules and timelines.
- Understand and resolve issues, complaints or problems.
- Complete work with many interruptions.

Education/Experience: High school diploma or its equivalent and three years' experience of responsible experience in a transportation operation. Bilingual (English/Spanish) skills desirable. Successful completion of the Merit examination process

Licenses and other requirements: Possession of a valid California School Bus Driver's Certificate issued by the California Highway Patrol. Valid class B driver's license. Valid First Aid and CPR certificate.

Working Conditions: Office environment. Constant interruptions.

Physical Demands: Sitting for extended periods of time. Dexterity of hands and fingers to operate business related equipment. Bending at the waist. Hearing and speaking to exchange information and provide training. Lift, carry, push or pull heavy objects. Walking and stepping up/down or standing for extended periods of time.

Hazards: Exposure to driving a school bus during adverse weather and traffic conditions. Exhaust fumes. Traffic hazards when stopping traffic and escorting students across streets.

Emergency Conditions: Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Salary Range: 122

Approved by the Personnel Commission: October 23, 2019

Personnel Commission Classification/Compensation Study Approved: July 12, 2023