

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Transportation Specialist

Reports to: Department Administrator

Classification: Classified Supervisory

FLSA: Non-Exempt

Range: Classified Supervisory Salary
Schedule

EDUCATION AND EXPERIENCE

Experience:

Clear Department Motor Vehicle record, and experience in operations of Transportation System. Basic Math, record keeping and typing skills.

Education:

Equivalent to completion of the twelfth grade or experience that could be equivalent.

Certificate/License Requirement:

Possession of a valid Class I or Class II, California Motor Vehicle Operators License; possession of a School Bus Drivers Certificate issued by the California Highway Patrol; possession of a Medical Examiners Certificate (DMV #DL5 1A).

Condition of Employment:

Insurability by the District liability insurance carrier.

SUMMARY

Under the general supervision of the Transportation Manager, serves as dispatcher for routing to and from school, field trips, athletic trips and special events. Assists Transportation Manager in evaluation of bus drivers. Maintains all maintenance records on district buses and vehicles. May operate a school bus to transport students on designated routes and time schedule. Performs other duties as may be assigned.

SPECIFIC RESPONSIBILITIES

1. Assists Transportation Manager in routing and scheduling of buses.
2. Maintains all maintenance records on school buses and district vehicles.
3. Handles complaints regarding transportation program and refers, if necessary, to Transportation Manager for further action.
4. Assists Transportation Manager in evaluation of bus drivers.
5. Drives a school bus or other transportation vehicle as assigned by Transportation Manager.
6. Performs other related duties as assigned.

SPECIFIC QUALIFICATIONS

Should possess personal characteristics generally recognized as essential for good public employees including integrity, initiative, dependability, courtesy, good judgment and ability to work cooperatively with others.

AK/bb

07/82

Approved: August 10, 1982

Knowledge of:

- Safe driving practices and techniques;
- basic first aid procedures and methods;
- safety and maintenance requirements of bus and other pupil transportation equipment;
- provisions of the California Motor Vehicle Code and Title 13 applicable to the operation of vehicles in the transportation of schoolchildren.
- Practices and problems of operating a school bus safely.

Ability to:

- Drive a school bus and other transportation equipment safely and effectively;
- maintain appropriate student behavior on a school bus or other transportation equipment;
- perform appropriately in situations requiring tact and diplomacy; and
- carry out oral and written directions;
- establish and maintain cooperative working relationships.
- Assist the manager in special transportation programs, and routing of buses.
- Keep necessary books with regard to the operation of the transportation department.
- Establish and maintain cooperative working relationships with all the drivers.