

MERCED CITY SCHOOL DISTRICT

CLASS TITLE: TRANSPORTATION SCHEDULER/TRAINER

BASIC FUNCTION:

Under the direction of the Director of Transportation, schedule and dispatch bus drivers to transport students to and from school, field trips and special events; plan, coordinate and conduct bus driver training, re-training and upgrading; dispatch regular and substitute drivers as necessary; implement bus routes and schedules; communicate with parents and school sites.

REPRESENTATIVE DUTIES:

Schedule field trips and other student transportation routes; answer questions, concerns or issues related to cost of service, timetables, availability and others. *E*

Schedule and dispatch bus drivers to transport students to and from school, field trips and special events; assure proper route coverage as required. *E*

Provide for the transportation for special education and GATE students as assigned; assign students to routes as appropriate; modify and change routes as appropriate. *E*

Train new and substitute bus drivers in accordance with established District policies and State requirements. *E*

Provide technical expertise and guidance to bus drivers and the District; maintain current knowledge of training and licensing requirements; research and clarify questions. *E*

Dispatch regular and substitute drivers as required. *E*

Communicate with District and site personnel and regulatory agencies regarding Driver training, vehicle maintenance and bus schedules. *E*

Operate a computer terminal and various software applications as required. *E*

Prepare and maintain various records and reports related to Driver proficiency, training, physical condition and licensing. *E*

Provide information to substitute drivers related to routes, schedules and other information as requested. *E*

Operate a school bus or assigned vehicle over a designated route in emergency situations as assigned.

Assign and orient substitute bus drivers.

Perform related duties as assigned.

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The employee is to adhere to federal and state regulations, Board policies, and related administrative regulations which pertain to the particular assignment.

The Transportation Scheduler/Trainer works under the direct supervision of the Director of Transportation. May be required to exercise supervision over personnel assigned to work with him/her at various times.

MINIMUM QUALIFICATIONS:

KNOWLEDGE OF:

Laws, codes and regulations applicable to the operation of school buses and transportation of students.

Principles and practices of providing training and instruction to others.

Safe driving practices.

Operation of school buses and other District passenger vehicles and perform driver pre-trip inspections.

State of California training and retraining requirements for bus drivers.

Record-keeping techniques.

Interpersonal skills using tact, patience and courtesy.

Basic First Aid procedures.

ABILITY TO:

Dispatch regular and substitute drivers as necessary.

Provide technical expertise and guidance to bus drivers and the District.

Train and evaluate the progress of bus drivers according to established requirements and policies.

Establish and maintain cooperative and effective working relationships with others.

Administer first aid to ill or injured children.

Drive a school bus over a designated route.

Observe legal and defensive driving practices.

Meet schedules and time lines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years bus driving
or student transportation experience.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid and appropriate California School Bus Driver Certificate; a valid
CPR and First Aid Certificate; applicable Department of Education bus driver training
certificate.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; driving a vehicle to conduct work; considerable distraction from office activities.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard; sitting for extended periods of time; hearing and speaking to exchange information.

HAZARDS:

Driving a school bus during adverse weather conditions; fumes from school bus and equipment operation.

Legal Reference: California Education Code, Sections 45103, 45109.

Policy Adopted: November 8, 1976

Policy Revised: March 3, 1981

Policy Revised: August 18, 1992

Policy Revised: April 4, 1995