TRANSPORTATION SCHEDULER

SUMMARY

Assist in planning school bus routes, driver schedules, stops, and loading zones; make temporary arrangements for route changes and vehicles breakdowns; dispatch emergency vehicles, drivers and mechanics as necessary.

Dispatch bus drivers and buses on routes and field trips.

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.

Assign drivers and buses to transport special education students on regular routes and field trips; schedule new student pick-up and drop off routes.

Process and maintain field trip requests and information; log requests and prepare related records; assist in the coordination of charter vehicles and contact schools; assure proper coverage of field trips.

Communicate with drivers, teachers, parents and principals to discuss issues and discipline problems, exchange information, prepare schedules and resolve questions or concerns.

Operate a variety of office equipment including a copier, calculator, facsimile, computer and assigned software; operate and respond to calls on telephone and two-way radio.

Assign substitute bus drivers as necessary; prepare substitute driver work lists.

Assist with payroll activities as assigned; sign time cards as directed.

Preform related duties as assigned.

KNOWLDEDGE OF:

Applicable sections of the State Education Code applicable to buses and pupil transportation. Laws, rules and regulation related to assigned activities, including applicable sections of the California Education Code.

School bus operation, including vehicle characteristics and wheelchair equipment modifications.

District organization, operations, policies and objectives.

Interpersonal skills using tact, patience and courtesy.

Record-keeping techniques.

Policies and objectives of assigned program and activities.

Oral and written communication skills.

Operation of a computer and assigned software.

ABILITY TO:

Monitor assigned personnel and District vehicles to assure safe, efficient, timely and accurate transportation of District students.

Coordinate schedules and assignments, and design routes.

Dispatch bus drivers and buses on routes and field trips.

Serve as a liaison between schools and parents.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Learn, apply and explain rules, regulations policies and procedures.
Work independently with little direction.
Maintain records and prepare reports.
Operate a computer and assigned software.

Minimum Qualifications:

Graduation from high school and two years of bus driving or student transportation experience.

ENVIRONMENT:
Office and outdoor environment.
Constant interruptions.

PHYSICAL DEMANDS:
Sitting for extended periods of time.
Walking.
Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information.
Bending at the waist, kneeling or crouching to retrieve and file documents.

HAZARDS:
Exposure to vehicle exhaust fumes, gases and odors.

Salary Schedule: Teamsters 549
Approved: 2/13/2017