

SAN YSIDRO SCHOOL DISTRICT

TITLE: Transportation Operations Technician **REPORTS TO:** Director of MOTF
DEPARTMENT: Maintenance/Operations **CLASSIFICATION:** Classified (12 month)
FLSA: Non-Exempt **SALARY:** Classified Schedule (Steps 16-20)
REVISED: December 2023 **Board Approved:** March 2024

BASIC FUNCTION: Perform a variety of clerical, organizational, planning and scheduling, and dispatching support for student transportation service.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.)

- Receives and transmits by radio, messages pertaining to transportation and maintenance. Enters and retrieves information from the computer.
- Maintains and issues supplies for the transportation department.
- Deals effectively with citizen, staff, and parent/guardian complaints or questions, explains the policies and regulations of the Department.
- Completes requisitions and requests purchase orders for transportation services repairs and maintenance.
- Keeps record of requested services rendered.
- Creates bus route schedules and assigns students, drivers, and bus aides to them (in collaboration with MOTF Director).
- Operate, maintain, and respond to two-way radio and telephone communications regarding transportation services; troubleshoot two-way radio problems and coordinate radio repair and system changes.
- Advise and assist bus drivers and bus aides in resolving routine service problems, emergency situations, including contacting law enforcement and other outside agencies, appropriate district staff, and parents.
- Prepares report drafts by finding, assembling and summarizing information and data.
- Acts as receptionist, receiving telephone calls and visitors.
- Serve as Bus Driver as assigned.
- Organize and maintain operational records and files.
- Perform other duties as assigned.

KNOWLEDGE OF:

- Modern office methods and procedures and the use of standard office machines and equipment.
- Microsoft office suite.

ABILITIES:

- Type and/or keyboard at a net corrected speed of 30 words per minute.
- Compose routine and specialized correspondence and reports, using proper grammar, spelling, and punctuation.
- Operate standard office equipment, including computers and Microsoft (Word, Excel, PowerPoint and Outlook) software applications.
- Establish and maintain effective working relationships with others
- Plan and organize work.
- Meet schedules and timelines.
- Maintain records and prepare reports.
- Analyze situations accurately and adopt an effective course of action.
- Work independently.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures

MINIMUM QUALIFICATIONS:**EDUCATION AND EXPERIENCE**

- High School Diploma required.
- Associate's Degree preferred.
- Bachelor's Degree preferred.
- Four (4) years of related experience with maintenance and/or transportation.
- Bilingual (English/Spanish) preferred.
- Valid California driver's license and availability of private transportation.
- Keyboarding at a net corrected speed of 30 words per minute.
- Maintain California Bus Driver License.

WORKING CONDITIONS:

- Indoor and outdoor school settings which can include office and outdoor interactions.

PHYSICAL REQUIREMENTS:

- Hearing and speaking to exchange information; seeing to read, prepare, and proofread document; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.