

# PERSONNEL

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## TRANSPORTATION ROUTER/SCHEDULER

### OVERALL JOB PURPOSE STATEMENT

Under the supervision of the Transportation Supervisor, the job of "Transportation Router/Scheduler" is performed for the purpose/s of designing, composing and scheduling new and ongoing bus routes and field trips; providing information and assistance to drivers, attendants, schools, and parents; performing various office duties and computer work; serving as a substitute driver or attendant in cases of operational urgency; and assisting occasionally with dispatching as directed.

### DISTINGUISHING CHARACTERISTICS

This class is a specialized class with a broad knowledge of routes and the operation of various classifications of buses. Incumbents primarily serve to obtain, assess, and act on information that affects the routing and scheduling of buses and field trips for efficient, effective and timely use of vehicle and driver resources to meet operational needs. Positions in this class may also provide information to drivers regarding routes and other operational information to assist drivers to transport students more effectively, and occasionally assist backing up the dispatch function during peak periods or in cases of absence. This class differs from the class of Transportation Dispatcher which is responsible for dispatching drivers and vehicles according to established schedules.

### ESSENTIAL JOB FUNCTIONS

- Plan school bus routes (home-to-school, special education, field trips) and driver schedules for the purpose of supporting the district to provide adequate, timely, and effective transportation services to students.
- Process field trip requests (e.g. logs information, prepares records, coordinate charter vehicles when District equipment and/or personnel are not available) for the purpose of ensuring accurate and adequate transportation services in support of student activities.
- Process completed field trip logs for the purpose of billing and recording data.
- Prepares and maintains student passenger manifests to ensure accurate ridership counts and data.
- Attends safety meetings, on-going training, etc., for the purpose of maintaining knowledge of, and ability to adhere to, laws and regulations relating to driving a school bus and for meeting State and CHP standards and guidelines of school bus driver.
- Communicates with school personnel, parents, etc., regarding practices and incidents (e.g. rules, regulations, laws, procedures, student behavior during transportation, etc.) for the purpose of providing information for clarification, follow-up action and/or adherence to proper transportation procedures.
- Prepares documentation (e.g. field trip tickets, incident reports, daily pre-trip inspection report, student count, daily mileage, etc.) for the purpose of providing written support and/or conveying

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information for safety of students, for audit trail purposes, and for documenting time worked and equipment maintenance needs.

- Operates a variety of office equipment (e.g. copier, calculator, facsimile, computer and assigned software) for the purpose of planning, designing, and scheduling routes and drivers and sharing information.

### OTHER FUNCTIONS

- Dispatches drivers and vehicles when occasionally assigned for the purposes of providing back up to Transportation Dispatchers during peak periods or absences.
- Perform other related duties as assigned.

### JOB REQUIREMENTS - MINIMUM QUALIFICATIONS

#### SKILLS, KNOWLEDGE AND/OR ABILITIES

**SKILLS** are required to perform single technical tasks with an occasional need to upgrade skills due to changing job conditions. Specific skills required to satisfactorily perform the functions of the job include speed and accuracy entering data into computer for recording, modifying and reporting schedule and route information (e.g. spreadsheet, word-processing, and data bases); adjusting priorities quickly to respond to new situations; adhering to safety practices; administering first aid; operating safely and efficiently assigned vehicles used in transporting students; operating fire extinguisher, two-way communication radio, cellular telephone, etc;

**KNOWLEDGE** is required to perform basic math; read a variety of manuals; write documents following prescribed formats; analyze situations to define issues and draw conclusions. Specific knowledge is required to perform satisfactorily the function of the job and includes: computer software and hardware used to design routes and schedule drivers; safety practices and procedures; California Motor Vehicle Code and Education Code sections applicable to student transportation; CHP regulations pertaining to bus drivers; city streets and locations; basic preventive maintenance of District vehicles; emergency evacuation techniques for regular and special education students, including medically fragile students; CPR, basic first aid, and safe practices for handling bodily fluids; as appropriate to assignment, suctioning techniques for breathing-impaired students, and procedures for properly and safely assisting seizure-prone students; safe practices for cleaning/reporting hazardous spills (e.g. fuel, vehicle fluids, etc.).

**ABILITY** is required to schedule activities; gather, collate, and /or classify data and coordinate a number of factors in the use of equipment. Flexibility is required to work with others under a wide variety of circumstances, analyze data using defined and similar processes; and operate equipment using various methods of operation. Ability is also required to work with a diversity of individuals and/or groups; work with data of different types and/or purposes; and utilize a variety of job-related equipment in working with others; problems solving required to analyze issues, create plans of action, and reach solutions with data and with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; adapting to changing work priorities; meeting deadlines and schedules; working as part of a team; setting priorities; operating a computer and software to schedule

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routes and drivers.

### RESPONSIBILITY

Responsibilities include: working under standardized instructions and/or routines focusing primarily on results; leading, guiding, and/or coordinating students; and operating within a defined budget and/or financial guidelines. There is a continual opportunity to positively affect the organization's services.

### WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and or feeling. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed under some temperature extremes, some hazardous conditions (e.g., mechanical, cuts, burns, infectious disease, high decibel noise, freeway and street traffic, etc.) and in varying atmospheric conditions including garage fumes.

### EXPERIENCE

Job-related experience is required. Typical qualifying experience would include two years experience as a bus driver in a school transportation operation, or one year of experience as a dispatcher or a scheduler in a school transportation operation.

### EDUCATION

High School Diploma or equivalent.

### REQUIRED TESTING

Drug/Alcohol initial screening and ongoing D.O.T. random screening program.  
District pre-employment Medical Exam

### CERTIFICATES & LICENSES

Valid and current Class B or Class A California Driver's License, and proof of good driving record (DMV H6)  
Valid and current California School Bus Driver's Certificate  
Valid Medical Examiners Certificate Form DL 51a  
CPR/First Aid Certificate

### CLEARANCES

Fingerprint/Background Check issued to the District by the California State Department of Justice.

### CONTINUING EDUCATION/TRAINING

Maintain Certificates and Licenses