

**FRESNO UNIFIED SCHOOL DISTRICT
Position Description**

TITLE:	Transportation Scheduler	REPORTS TO:	Transportation Operations Supervisor
DEPARTMENT:	Transportation	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	261 Days
BOARD APPROVAL:	July 29, 2009	SALARY:	N-38/Operations Salary Schedule

BASIC FUNCTION:

Under general direction of an assigned supervisor, monitor and coordinate the daily operational transportation needs of the District, as well as the County Department of Education, as they relate to routing and scheduling to meet the needs of students, staff, and sites; assist in the operation of a transportation scheduling and routing system; drive a route bus when needed.

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

Respond in a reasonable, timely manner to questions, complaints and requests to meet the needs of students, families and sites. *E*

Monitor daily activities of the transportation network to provide high quality services to the students and sites. *E*

Drive a bus in the event of shortages to meet the needs of students, staff and sites. *E*

Assist in coordinating the daily operation of routing and transportation needs. *E*

Initiate operational adjustments as needed. *E*

Operate a computer to maintain a transportation scheduling and routing system. *E*

Assist in daily updates to complete bus runs and route consolidations. *E*

Provide input to the Assistant Supervisor in the development and update of transportation schedules and contractor assignments. *E*

Initiate daily scheduling adjustments to respond to student loading requirements. *E*

Participate and assist in the compilation of statistical survey studies and reports related to fuel usage and consumption. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and four years progressively responsible experience in a bus transportation program, with two of the four years in Fresno Unified School District. Experience in transportation routing and scheduling computer systems application preferred is desirable.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class B driver's license with passenger endorsement; California Medical Certificate; California Special Driver's Certificate for Type I school bus with no restrictions. Incumbents are required to maintain a sufficient number of training hours as prescribed by law.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Topography and road conditions of Fresno County as related to current position.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety regulations.
- Safe driving practices and techniques.
- Traffic laws and rules of the road.
- Basic first aid procedures and methods.
- Safety and maintenance requirements of bus equipment.
- Provisions of the California Motor Vehicle Code and Title XIII applicable to the operation of vehicles in the transportation of school children.
- District goals.

ABILITY TO:

- Analyze and comprehend transportation planning activities and requirements.
- Meet established deadlines and schedules.
- Determine appropriate action within clearly defined guidelines.
- Operate computer terminal and learn related software programs pertaining to current position.
- Maintain appropriate student behavior on a school bus or other transportation equipment
- Drive a school bus along designated route safely and efficiently.
- Read and write at a level appropriate to the duties of the position and follow both oral and written directions effectively in English.
- Maintain cooperative working relationships and communicate with a diverse range of people using patience and courtesy.
- Apply integrity and trustworthiness in all situations.
- Actively participate in meeting District goals.

WORKING CONDITIONS:

ENVIRONMENT:

Office and school bus environment; driving a vehicle to conduct work; considerable distraction from office activities; exposure to noise, dust and fumes from vehicle and equipment; contact with dissatisfied individuals; driving a school bus during adverse weather conditions; noise; traffic hazards; fumes from school bus and equipment operation.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, hearing and speaking to exchange information in person or on the telephone; lift, carry, push, and pull heavy objects; standing or sitting for extended periods of time when operating a transportation vehicle; bending at the waist; dexterity to operate a vehicle or computer; seeing to read bus schedules.

Fresno Unified School District is an Equal Opportunity/Affirmative Action Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E= Essential Functions

APPROVALS:

Kim Mecum, Associate Superintendent
Division of Human Resources

Date

Michael E. Hanson
Superintendent

Date

TransSched.MEY 7/29/09