

TRANSPORTATION SUPPORT TECHNICIAN

DEFINITION

Under the general supervision of the Transportation Supervisor, creates, modifies, maintains, and updates the student transportation program, including the school bus routes and schedules; dispatches drivers; assists with boundary changes; performs other transportation related schedules and assignments.

ESSENTIAL DUTIES

- operates and maintains computer-assisted routing software
- processes written and oral requests for school bus transportation from various district departments; modifies bus routes and schedules
- provides drivers with assignments, including route directions, maps, and assists with dispatching drivers
- produces and distributes listings of school bus stops, provides schedules to school sites, administrators, and the public, develops student bus lists
- researches housing development tract maps as required to update computer databases
- researches and responds to inquiries from district staff, site administrators, and the public relating to routes and schedules
- visits school sites and bus stops to validate routing decisions and recommended changes
- performs a wide variety of clerical work including tasks such as inputting information, filing, distributing copies, posting to logs, maintaining and reporting information on records, and compiling information for reports
- operates a variety of office machines including multi-line telephones, copiers, facsimile transmission printers, plotters, and computers
- attends appropriate professional development training
- performs other related duties as assigned and/or required

QUALIFICATIONS

Knowledge of: Procedures, methods, strategies, and techniques pertaining to the operation of the Transportation Department; IBM, DOS, Windows and Windows NT; familiarity with industry standard maps (e.g. Thomas Guide); modern office practices, trends, and procedures; standard office equipment and modern data management, storage, and retrieval systems; legal mandates, policies, regulations, and procedures which govern student transportation; strong interpersonal skills, using tact, patience, and courtesy; computerized bus routing software programs.

Ability to: Plan, organize, coordinate, and maintain the comprehensive pupil transportation program utilized in the Transportation Department; communicate effectively in oral and written form; effectively operate and maintain a micro-computer and use appropriate software and spreadsheet applications; maintain effective working relationships with district and transportation contract personnel; work independently with minimal direction; sit and operate a keyboard for prolonged periods of time.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- will frequently exert 10 to 20 pounds of force to lift, carry, push, pull, or otherwise move objects
- will involve sitting most of the time, but, may walk or stand for extended periods of time; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level and/or ascend and descend a step stool or step ladder
- must possess the ability to hear and perceive the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing oral information, both in person and over the telephone
- must possess the manual dexterity to operate business related equipment, and to handle and work with various objects and materials

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Experience: A minimum of three years of responsible and varied computer experience using word processing, automated record management, storage, and retrieval systems, preferably in the transportation field.

Education: Verification of a High School diploma, a GED certificate, or a higher degree; course work or training in business practices, word processing, automated record management, storage, and retrieval systems is desired.

License Requirement: Possession of a valid California Motor Vehicle Operator's License.

Condition of Employment: Insurability by the District's liability insurance carrier may be required.