

FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

BOARD POLICY

CLASSIFIED PERSONNEL

JD 4200.1

TRANSPORTATION TECHNICIAN

Definition

Under the general supervision of the Director of Transportation, responsible for assisting with dispatching assigned buses, drivers, and equipment that is required to provide transportation services to and from school and for any extracurricular activity trips for the elementary and high school Districts.

Responsible To

Director of Transportation

Examples of Duties

1. Assists in dispatching bus drivers and buses on regularly scheduled routes and field trips.
2. May assist in assigning or directly assigns appropriately certified drivers, both regular and substitute employees, to ensure compliance with licensing restrictions.
3. Serves as after-hours substitute caller; assigns substitutes according to their abilities and knowledge.
4. Answers questions from school personnel and community regarding bus stops and bus arrival/departure times and department and District Policies, which frequently involves incomplete or conflicting data.
5. May serve in a lead status to assist bus drivers in the performance of their duties.
6. Assists in maintaining computerized records and reports related to regular and Special Education routes.
7. Process field trips information, including receipt of requests, assignment of buses and drivers, coordinating charter vehicles and contacting school personnel concerning these arrangements.
8. May serve as a relief bus driver, as needed.
9. Calculate and record driver's time to establish route schedules.
10. Performs a variety of regular clerical duties such as filing, typing or duplicating materials.
11. Performs other duties as may be assigned.

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Qualifications Guide

Knowledge of:

12. Geographical conditions of the area covered by the school Districts.
13. California Motor Vehicle Code.
14. Rules and Regulations applicable to the operation of vehicles and the transportation of students.
15. Principles and practices in the operation of a school transportation system.
16. Specific Education Code related to transportation systems, and District Policies and Regulations.
17. Preventive maintenance cycles for buses and scheduling to accommodate CHP generated safety regulations.

Ability to:

1. Interact with parents, schools and community members with regards to transportation services.
2. Understand and clearly communicate complex information regarding transportation services.
3. Operate a school bus, exercising good judgement and extreme caution.
4. Drive a school bus safely over a variety of normal and hazardous road conditions.
5. Maintain order among students on a bus.
6. Apply policies related to transportation operations.
7. Operate two-way communication system at Maintenance, Operations and Transportation.
8. Enter and access data on routing information, student population and other demographic information with sophisticated department generated PC system.
9. Understand and carry out oral and written instructions.

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10. Perform routine clerical work and light typing.
11. Establish and maintain effective working relationships with students, the public and staff members.
12. Maintain cooperative-working relationships with those contacted in the course of work.

Training and Experience

A work history demonstrating dependability and reliability; good driving record; equivalent to the completion of the twelfth grade; or any combination of training and experience that could likely provide the desired knowledge and abilities, with two year's of dispatching related duties in a public school transportation system; current instructor's certificate desirable.

Licenses

Possession of a valid California Driver's License, Class B, a California School Bus Driver's Certificate, accompanied by a current medical certificate; and the ability to qualify for District vehicle insurance coverage.

Job Description Adopted: May 18, 1992