



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
 POSITION DESCRIPTION**

TITLE:	Transportation Scheduler/Router	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Transportation Department	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 7.5 hours per day or duty days/hours as assigned
APPROVED: Board Commission	June 29, 2016 July 15, 2016	SALARY GRADE:	Schedule: 57 Range: 48

BASIC FUNCTION:

Under the direction of the Transportation Manager, Implement the operational software parameters necessary to create routing schemes, routes and schedules in accordance with laws, rules, regulations, student assignment plan and Board policy; assign regular education students to appropriate and safest bus stop according to residence or location of childcare or afterschool program.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Establish routes and schedules in accordance with established guidelines; review routes and schedules to accommodate changes; update route sheets for drivers
- Assist in the installation and use of various transportation operational software applications; troubleshoot and resolve software and hardware related problems; install version updates; re-install other programs as needed
- Train new and temporary staff in software use; assign access and login codes to all department staff
- Provide reports and data to the Transportation Manager for the purposes of improving the safety of our students and the efficiency of the transportation program
- Assign regular education students to appropriate and safest bus stop according to residence or location of childcare or afterschool program
- Answer telephones; direct inquiries to the appropriate department or person as needed; place telephone calls to request, or provide or verify information; resolve pupil transportation issues and concerns
- Communicate with faculty, District departments, parents and the public; communicate with City personnel regarding road improvement and construction activities effecting bus routes; communicate with the Transportation Manager regarding changes of school zoning issues
- Monitor bus activity utilizing assigned GPS software; monitor Sigalert traffic reports to notify drivers regarding road conditions
- Implement and communicate emergency routing scenarios

- Operate a two-way radio to communicate with drivers as needed; communicate with drivers regarding schedule or route changes, vehicle breakdowns, accidents, emergencies, road conditions, road hazards and other concerns; notify drivers or authorities as appropriate; review routes for drivers as needed
- Prepare and maintain a variety of logs, records and files related to transportation; maintain student assignment software and District vehicle inventory
- Operate a variety of office equipment including a copier, fax machine, computer and applicable software applications
- Attend conferences and user group meetings regarding updates to technology in the transportation field

OTHER DUTIES:

Substitutes for the dispatcher when they are absent for the purpose of ensuring the dispatcher job is covered and buses are flowing smoothly

May drive a school bus as needed

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Provisions of the California Motor Vehicle Code, California Highway Patrol Regulations, and Education Code sections applicable to the operation of vehicles in the transportation of students California Vehicle Code and local traffic ordinances

Laws rules and regulations related to pupil transportation

Applicable laws, codes, rules and regulations related to pupil transportation

Modern office practices, procedures and equipment

District policy and industry standards related to routine and student assignment

Student Assignment Plan, District boundaries and eligibility criteria

Health and safety regulations

Operation of a computer, automated transportation systems and a two-way radio

Telephone techniques and etiquette

Record-keeping and filing systems and techniques

Health and safety regulations

Interpersonal skills using tact, patience and courtesy

Oral and written communication skills

ABILITY TO:

Plan, coordinate and develop bus routes and schedules

Review routes and schedules to accommodate changes

Read maps and utilizing mapping programs

Maintain a variety of logs, records and files

Interpret, apply and explain laws, codes, rules and regulations related to assigned activities

Operate a variety of office equipment including a computer and applicable software

Operate a two-way radio

Observe legal and defensive driving practices

Plan and organize work

Answer telephones and greet the public courteously
Understand and resolve issues, complaints or problems
Meet schedules and time lines
Communicate effectively both orally and in writing
Establish and maintain cooperative and effective working relationships with others

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and four years of experience driving a school bus including some experience in planning and scheduling bus routes and experience in operating an automated transportation system

LICENSES; CERTIFICATES AND OTHER REQUIREMENTS:

Valid and current California Class A or B Commercial Driver License with appropriate passenger, school bus and air brake endorsements
California Special Driver Certificate issued by the Department of Motor Vehicles (DMV) for school bus
Valid Medical Examiner's Certificate
Valid First Aid and CPR Certificate (when required) issued by an authorized agency
Department of Justice fingerprint clearance through the California Highway Patrol
Good DMV driving record and ability to maintain insurability under the District's vehicle insurance policy
Incumbents in this classification are subject to federal drug and alcohol testing requirements

WORKING CONDITIONS:

ENVIRONMENT:

Indoor environment
Constant interruptions

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person and on the telephone
Seeing to read a variety of materials
Dexterity of hands and fingers to operate a computer keyboard
Sitting for extended periods of time
Bending at the waist or kneeling to file materials