

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Transportation Scheduler- Dispatcher	CLASSIFICATION:	Classified Non-Management (SEIU/Operations Support)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	0922	WORK YEAR:	12 Months
DEPARTMENT:	Transportation Services	SALARY:	Range 46 Salary Schedule C
REPORTS TO:			

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Operate a computer to prepare various transportation forms and reports, including sign-in and sign-out sheets; maintain bus route listings; enter data for field trips, adaptive physical education, work experience students, and physical and occupational therapy; and prepare correspondence. **E**

Maintain accurate records and files; operate a variety of standard office equipment; inventory and prepare office and bus supply; order and stock supplies; lift, carry, or pull light objects. **E**

Assist in daily updates to complete bus runs and route consolidations; assign work to drivers; provide work direction to bus drivers and bus attendants. **E**

Attend Individual Education Plan (IEP) meetings for special education students to possibly create new routes and discuss student behavior problems, health issues, and concerns regarding length of ride time; attend other district meetings. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: graduation from high school, and four years experience in transportation routing and scheduling, or other related.

LICENSES AND OTHER REQUIREMENTS:

Occasionally work irregular hours.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Topography and road conditions of Sacramento County.

Motor vehicle laws, regulations, and Education Code sections applicable to a school bus transportation system.

District organization, operations, policies, and procedures related to assigned duties.

School bus routing, scheduling, dispatching bus stops, and walking distances.

Operation of a two-way radio system.

Basic record-keeping techniques.

Interpersonal skills using tact, patience, and courtesy.

Global Positioning System (GPS) tracking.

Operation of a computer, related software, and standard office equipment.

Health and safety regulations.

ABILITY TO:

Perform the basic function of the position.

Analyze and comprehend transportation planning activities and requirements.

Route and schedule all programs including, but not limited to, Special Education, ConCap, No Child Left Behind (NCLB), Field Trips, etc.

Learn and utilize database routing software system.

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.

Communicate effectively via telephone or two-way radio system.

Read, interpret, apply, and explain rules, regulations, policies, and procedures related to assigned duties.

Establish and maintain cooperative and effective working relationships with others.

Read maps and give directions.

Speak clearly and distinctly.

Establish priorities and schedules, and coordinate workflow in peak times.

