

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Bus Scheduler	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Transportation Services	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	048 OSS
REVISED:	July 1, 2002		

BASIC FUNCTION:

Develop routes and construct schedules for bus services, including field trips and/or special events; monitor services and enforce compliance of routes and schedules with policies and procedures; perform route maintenance and respond to requests for service changes and exceptions.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. 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.)

E = Essential Functions

Organize and analyze complex student, program, and geographic data. **E**

Delineate boundaries, street classifications, demarcations, and distances. **E**

Plan and develop routes, select stop locations, and determine stop sequence according to factors of maneuverability, access, time, crossover, load, and limit; assign pupils to stops according to eligibilities, hazard, walk distances, and service requests. **E**

Compute stop, link, stem, and elapsed trip times. **E**

Compute trip ridership, riding times, and mileages. **E**

Construct bus schedules according to delivery portals, school bell times, bus availability and utilization, trip allotments, and other service requirements. **E**

Provide cost of requested service. **E**

Recommend options or modifications to original request, as needed. **E**

Submit stops, routes, and schedules for validation and correct as necessary. **E**

Perform maintenance of routes, pupil assignments, and bus schedules in response to identified problems and service requests. **E**

Receive and assess routing queries and exception requests. **E**

Explain and enforce compliance with policies and procedures governing routes and schedules. **E**
Investigate, initiate and/or implement consolidation and shake-down of all routes and schedules to economize services. **E**

Ensure communication of changes and consolidations to parents, school site, and program personnel. **E**

Maintain regular communication with designated site liaisons. **E**

Assess impact of revisions to routes and schedules. **E**

Submit production for track construction per timelines and procedures. **E**

Proof production materials. **E**

Map tack and update map board data. **E**

Input and maintain on-time data files, student tracking logs, and production statistics. **E**

Collect, review, and tabulate ridership audits and site rosters. **E**

Assist in computation of statistical studies and report preparation. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to one year of college with coursework in business, public administration, or a related field and two years of related experience as a dispatcher, supervisor, instructor, transportation clerk, or related job.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Routing from raw data bases and of constructing bus schedules from complex time and policy parameters.
Topography, addressing design, street and freeway layout of the city.
Reading and writing English communication skills.

ABILITY TO:

Read and use maps.
Operate standard office equipment including microcomputers and related software applications.
Concentrate on work tasks in a high noise and activity work environment and to perform and complete tasks under pressure of time and volume.
Operate a CRT, map board calculator, measurement tools, and other office equipment related to duties.
Establish and maintain effective working relationships with others.
Maintain records.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office environment.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Revised 3.23.04—PeopleSoft

Job Code 8416

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