

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Transportation Scheduling Assistant	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Transportation Services	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	032 OTBS
ISSUED:	October 9, 2007		

BASIC FUNCTION:

Perform a variety of advanced and complex clerical duties in support of routing and scheduling of pupil transportation; input data and operate standard office equipment including computers and related software; maintain transportation activity logs and other data.

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

Assist in data base maintenance and revisions to routing and scheduling of bus services. **E**

Encode, review, and maintain geographic data on mapping software. **E**

Receive, organize, and revise pupil data applications for accuracy and completeness. **E**

Input data into computer files; log, forward, audit, and correct inaccuracies and incomplete data. **E**

Review trips, routes, manifests, and geographic data for accuracy and completeness and report discrepancies; assist in proofing production materials; log, forward and ensure return of stops and trip validations. **E**

Explain and disseminate transportation scheduling policies and procedures; assist in preparing materials for inservice training. **E**

Maintain communication with designated site staff; notify parents and schools of revisions and new schedules. **E**

Collect, tabulate, develop, keyboard, and maintain various logs, lists, schedules, forms, reports, and files. **E**

Schedule taxi services for special education students and track use and services. **E**

Maintain operational records and business files, including Transportation Field Trip Order Report forms (T-forms) and Billing Fact Sheets (BFS). **E**

May act as office/telephone receptionist when needed.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

A combination of training, experience, and/or education equivalent to two years of recent, full-time or equivalent part-time, paid office clerical experience; experience in bus operations and procedures in a school district or with a public or large contract carrier is desirable but not required.

LICENSES AND OTHER REQUIREMENTS:

Keyboard at 40 words per minute net corrected speed.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office methods and procedures and the use of standard office machines and equipment.

Math and basic accounting principals.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Reading and writing English communication skills.

ABILITY TO:

Rapidly learn pupil transportation procedures, map reading, topography, streets, and freeway layouts. Use tact, judgment, and skill in responding to questions or problems related to transportation of pupils.

Keyboard at a net corrected speed of 40 words per minute.

Use numeric and language skills.

Work with frequent interruptions and to respond quickly and accurately to telephone calls.

Operate standard office equipment including computers and related software applications.

Communicate effectively orally and in writing.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Maintain records.

Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment, with frequent interruptions.

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 a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Job Code 6027

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