

Goleta Union School District

Transportation Operations Specialist

Basic Function

Under the direction of the **Head of Maintenance, Operations, and Transportation**, design, coordinate, schedule, reschedule and monitor assigned routes; serve as dispatcher for the District's Transportation Department; **implement and direct a bus driver training program and other training programs for transportation staff**; prepare and maintain a variety of records and reports related to department operations and activities; communicate with students, parents, school staff, and others related to transportation operations.

Representative Duties

Design, coordinate, schedule, reschedule and monitor assigned routes; schedule transportation for extracurricular activities and substitute drivers. E

Update route sheets, passenger database and scheduling changes; revise student transportation records and files as needed. E

Prepare and maintain a variety of records and reports related to assigned activities; prepare weekly/monthly payroll data for the department; prepare reports related to the transportation budget. E

Plan, implement and direct a bus driver training program and other training programs such as classroom, behind-the-wheel, proficiency, first aid, student behavior management, certificate renewal, safety and others for transportation staff. E

Prepare driver bids for assignment of routes; **qualify drivers to bid on routes or to drive on field trips based upon seniority.** E

Prepare and maintain a variety of reports, records and files related to assigned activities and personnel; monitor expiration dates and notify personnel of expired certificates; update training hours on personnel records as appropriate. E

Communicate effectively with parents, teachers and the general public; participate in resolving transportation-related issues with parents, school officials and transportation personnel. **Communicate with administrators, personnel, vendors and other outside organizations to coordinate activities, resolve issues and conflicts and exchange information.** E

Develop, implement and enforce established safety regulations and precautions; remain current concerning pending and existing State legislation relative to student transportation; develop annual bus evacuation plans. E

Compile data regarding license and certificate expirations, medical expirations and advance training hours required for the renewal of the bus driver certificate. E

Operate a computer, assigned software and other standard office equipment; operate a school bus. E

Drive a school bus to provide coverage for absent staff or emergency situations as needed. E

Type a variety of materials including letters, memos, reports and work orders as assigned. E

Assist drivers with behavior management issues as needed. E

Assist with scheduling substitute drivers and maintaining related records as requested. E

Perform related duties as assigned.

Knowledge and Abilities

Knowledge of:

Coordination, design and scheduling of various transportation routes.

Operation of a computer and assigned software.

Safe and defensive driving practices.

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Proper operation of school buses of various sizes.

Applicable traffic and student transportation laws, codes and regulations including the California Motor Vehicle Code and Title 13.

Principles of efficient and economical bus routing techniques and scheduling of employees.

Rules and regulations affecting school district transportation department.

Geographic and topographic characteristics of community served by the District.

First aid procedures and universal precautions for dealing with Bloodborne Pathogens.

Record-keeping techniques.

Interpersonal skills using tact, patience and courtesy.

Ability to:

Design, coordinate, schedule, reschedule and monitor assigned routes.

Serve as dispatcher for the District's Transportation Department.

Plan, implement and direct a bus driver training program and other training programs for transportation staff.

Use a computer to generate reports, route sheets and memos.

Drive school buses of various sizes safely and efficiently.

Observe legal and defensive driving practices.

Work independently with little direction.

Read, interpret and follow rules, regulations, policies and procedures.

Read and interpret maps.

Maintain bus in clean and proper working condition.

Maintain financial and statistical records and reports.

Perform clerical duties including typing and duplicating documents.

Understand and follow oral and written directions.

Communicate effectively with others in a busy environment.

Demonstrate good judgment in emergency or crisis situations.

Establish and maintain cooperative and effective working relationships with others.

Any combination equivalent to: graduation from high school **supplemented by training or course work in school bus driver training** and **four** years of increasingly responsible experience in the operation of a school bus including one year in a school bus driver training program.

Licenses and Other Requirements

Valid California Class B Driver License.

Valid School Bus Driver's Certificate issued by the California Department of Motor Vehicles.

Valid State Department of Education Driver Instructor Certificate with no restrictions.

Incumbents must be insurable by the District's liability insurance carrier.

Some incumbents in this position may be required to communicate in English and a second designated language.

Valid First Aid certificate issued by an authorized agency.

Subject to random drug and alcohol testing.

Working Conditions

Environment

Office environment.

Driving a vehicle to conduct work.

Constant interruptions.

Indoor and outdoor environment.

Physical Demands

Dexterity of hands and fingers to operate a computer keyboard.

Sitting for extended periods of time.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist, kneeling or crouching to inspect vehicles.

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Pushing or pulling wheelchairs.
Lifting moderately heavy children.
Climbing to inspect engines.

Hazards

None