

## Sweetwater Union High School District

### TRANSPORTATION OPERATIONS TECHNICIAN

#### **Purpose Statement**

The job of Transportation Operations Technician is done for the purpose/s of establishing bus routes and stops; resolving district transportation issues; arranging transportation for regular and special education students and special events; and maintaining and operating a variety of computer software programs in support of the district's student transportation system.

#### **Essential Functions**

- Arranges transportation for regular and special education students for the purpose of meeting overall student transportation needs.
- Communicates with drivers and others (e.g. reviewing route maps, responding to inquiries, etc.) for the purpose of assisting with route related problems.
- Evaluates routes (e.g. bus stops, clock schedules, etc.) for the purpose of determining bus routes in conformance with school policies while complying with mandated guidelines.
- Maintains a variety of manual and electronic documents, files and records for the purpose of ensuring compliance with established regulations and/or ensuring accurate and complete information is available.
- Performs the duties of Bus Driver as needed for the purpose of ensuring adequate staffing to cover required routes.
- Prepares documentation (e.g. forms, records, reports, lists, etc.) for the purpose of providing written support and/or conveying information.
- Recommends route additions and changes (e.g. finds new development and map information, etc.) for the purpose of keeping routes and data up-to-date.
- Responds to inquiries from students, parents, and staff (e.g. stop locations, schedule, state regulated policies, etc.) for the purpose of providing the necessary information regarding busing issues.
- Reviews a variety of documents and records (e.g. time reports, bus records, fuel use, vehicle inspections, etc.) for the purpose of ensuring accuracy of data and/or gathering information.
- Supports assigned administrators for the purpose of assisting them in the completion of their administrative functions.

#### **Other Functions**

- Participates in meetings, training, etc. for the purpose of conveying and/or gathering information required to perform functions.
- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

#### **Job Requirements: Minimum Qualifications**

##### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: pertinent provisions of the California Motor Vehicle Code and Education Code; geographical and topographical characteristics of community served by District; records-keeping techniques; and public speaking techniques.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and utilize equipment using a variety of conditions for multiple purposes. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; meeting deadlines and schedules; setting priorities; and working with frequent interruptions.

### **Education/Experience**

Any combination of education and experience equivalent to graduation from high school and three years of experience to demonstrate the knowledge, skills, and abilities listed above.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to significantly impact the Organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 75% sitting, 10% walking, and 15% standing. The job is performed under minimal temperature variations and some hazardous conditions.

### **Required Testing**

None Specified

### **Certificates & Licenses**

Valid Class B commercial driver's license with passenger and air brake endorsements  
Valid California Special Driver Certificate for School Bus Operation  
Valid Medical Card

### **Continuing Educ./Training**

None Specified

### **Clearances**

Criminal Justice Fingerprint/Background Clearance

*The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224*