



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED

PLACEMENT TRANSPORTATION TECHNICIAN

DEFINITION:

Under the direction of an assigned Administrator or Supervisor, assist in planning, organizing and scheduling school bus routes for special education and regular education students; serve as a liaison between the school sites and Transportation Services in support of the placement of students and assignment of transportation, when necessary, to students enrolling in the District; perform a variety of clerical duties in support of Transportation Services; perform other job-related duties as assigned and/or as required.

ESSENTIAL DUTIES:

- Assist in the planning, organization and scheduling of transportation runs for special education and regular education students at the beginning of the school year; work closely with Transportation Management in assignment of students to appropriate class placement in their school of attendance.
- After initial runs are determined by Transportation Management, determine bus stops/runs/routes for each Bus Service Request (BSR) sent from various departments; establish times and routes for individual stops as assigned.
- Answer telephone calls and respond to inquiries related to bus routing/scheduling, parent concerns and complaints.
- Complete appropriate student placement on assigned transportation runs and schedules; determine priorities and special bussing responses to meet student and District needs.
- Evaluate transportation needs and recommends changes or alterations of routes to Transportation Management.
- Perform a variety of duties in support of maintaining the District's bus pass program.
- Evaluate student information to determine if bus transportation is provided by the District, in keeping with Board policy and Transportation Department guidelines.
- Perform a variety of general clerical duties in support of the Transportation department including typing, filing, duplicating and distributing materials.
- Prepare and maintain records, incident logs, maps, files and reports.
- Operate a variety of transportation office equipment including a computer and assigned software; input data into an assigned software program; initiate queries and develop spreadsheets as requested; ensure accuracy of input and output data.
- Communicate with District personnel, students, parents and various outside agencies to exchange information regarding transportation activities and to resolve issues or concerns.
- Ensure proper equipment is arranged for Special Education students as specified in Individual Education Plans (IEP).
- Recognize and follow guidelines and legal mandates for placement of foster youth and those students meeting the criteria of the McKinney Vento Act.
- Drive a vehicle to conduct work as directed.
- May assist with transportation dispatching and routing duties as assigned.
- Investigate complaints from a variety of sources including students, parents, district, and school personnel, bus drivers, and citizens.

- Prepares and issues bus passes to new students using the District's bus pass program
- Perform other job-related duties as assigned and/or as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Procedures, methods, strategies, and techniques pertaining to the operations and activities of the Transportation Department.
- Office practices, trends, and procedures, standard office equipment.
- Data management, storage, and retrieval systems.
- Recordkeeping and filing techniques.
- Telephone techniques and etiquette.
- Applicable legal mandates, policies, regulations, and procedures which govern student enrollment in public schools including parental rights in the enrollment process.
- Applicable laws governing children in foster care, group home placement, and homeless situations.
- Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:

- Plan, organize, and coordinate a comprehensive pupil transportation program to be utilized in the Transportation Department.
- Perform a variety of general clerical duties in support of the Transportation department.
- Communicate effectively, both orally and in writing.
- Demonstrate an understanding of District bus routes and the geographic area the District serves.
- Operate a computer and assigned software including spreadsheet applications.
- Work independently with little direction.
- Establish and maintain cooperative working relationships.

EDUCATION AND EXPERIENCE:

EDUCATION:

Verification of a High School diploma, a GED certificate, or a higher degree.

EXPERIENCE:

Three years of responsible and varied clerical experience, preferably in an educational organization. Recent job-related experience within the last five years is required.

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

- Verification of a valid California Class C driver license.
- Insurability by the District's liability insurance carrier may be required.

PREFERRED QUALIFICATIONS:

Supplemental course work or training in business practices, word processing, automated record management, storage, and retrieval systems is desirable, but not required. Two years' experience of increasing responsibility in student transportation is desirable, but not required.

WORKING CONDITIONS:**ENVIRONMENT:**

Indoor, office work environment.

PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical aspects that the position classification must perform in carrying out essential job functions.

- Will frequently exert 10 to 20 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Will involve sitting most of the time, may walk or stand for extended periods of time.
- Will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder.
- Must possess the ability to hear and perceive the nature of sound.
- Must possess visual acuity and depth perception.
- Must be capable of providing oral information, both in person and over the telephone.
- Must possess the manual dexterity to operate business-related equipment, and to handle and work with various objects and materials.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

POTENTIAL HAZARDS:

N/A

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