



# RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED

## TRANSPORTATION SPECIALIST

### DEFINITION:

Under the direction of an assigned Administrator or Supervisor, creates, modifies, maintains, and updates the student transportation program, including the school bus routes, field trips, and schedules; dispatches drivers; assists with boundary changes; performs other job-related duties as assigned and/or as required.

### ESSENTIAL DUTIES:

- Operate and maintain computer-assisted routing, field trip, and other transportation related software.
- Process written and oral requests for school bus transportation from various district departments; modifies bus routes and schedules.
- Provide drivers with route and field trip assignments, including route directions, maps, and assists with dispatching drivers.
- Produce and distribute listings of school bus stops, provides schedules to school sites, administrators, and the public, develops student bus lists.
- Research housing development tract maps as required to update computer databases (may drive district vehicle to complete research on site).
- Research and respond to inquiries from district staff, site administrators, and the public relating to routes, field trips, and schedules.
- Visit school sites and bus stops to validate routing decisions and recommended changes.
- Perform a wide variety of complex clerical work, maintain and report information on records, and compiling information for reports.
- Create and maintain reports to analyze and present transportation trends for field trips and routes to aid in planning and route optimization.
- Operate a variety of office machines including multi-line telephones, copiers, facsimile transmission printers, and computers.
- Attend appropriate professional development training.
- Conduct training for school district personnel.
- Coordinate scheduling and communications pertaining to field trips.
- Assign and schedule bus drivers, coaches, and vehicles to ensure safe, effective, and economical transportation for extra-curricular field trip services.
- Perform other job-related duties as assigned and/or as required.

### KNOWLEDGE AND ABILITIES:

#### KNOWLEDGE OF:

- Procedures, methods, strategies, and techniques pertaining to the operation of the Transportation Services.
- Familiarity with industry standard maps.
- Modern office practices, trends, and procedures.

- Standard office equipment and modern data management, storage, and retrieval systems.
- Legal mandates, policies, regulations, and procedures which govern student transportation.
- Computerized bus routing software programs.

**ABILITY TO:**

- Plan, organize, coordinate, and maintain the comprehensive pupil transportation program utilized in Transportation Services.
- Communicate effectively in oral and written form.
- Operate and maintain a computer and use appropriate software and spreadsheet applications effectively.
- Maintain effective working relationships with district and transportation contract personnel.
- Work independently with minimal direction.

**EDUCATION AND EXPERIENCE:**

**EDUCATION:**

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

**EXPERIENCE:**

A minimum of three years of responsible and varied computer experience using word processing, automated record management, storage, and retrieval systems, preferably in the transportation field. Recent job-related experience within the last five years is required.

**LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:**

- Verification of a valid California Motor Vehicle Operator's license.
- Insurability by the District's liability insurance carrier may be required.

**PREFERRED QUALIFICATIONS:**

Course work or training in business practices, word processing, automated record management, storage, and retrieval systems is desired, but not required.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor, office work environment.

**PHYSICAL ELEMENTS:**

The physical requirements indicated below are examples of the physical aspects that this position 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 sit most of the time but 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.
- Must possess the ability to hear and perceive the nature of sound.
- Must possess visual acuity and depth perception.
- Must be capable of providing written and 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

**Revision Date: 2/1/2024**