CLASS TITLE: TRANSPORTATION ROUTE SCHEDULER

BASIC FUNCTION:
Under the direction of the Transportation Coordinator, plan, coordinate and schedule school bus routes for various school programs coordinated by Ventura County Office of Education (VCOE). Audit of contractor billings; perform a variety of responsible clerical and record-keeping duties.

REPRESENTATIVE DUTIES:
Plan transportation network utilizing bell times, vehicle capacities, load projections, traffic patterns and geographic considerations; coordinate the development of modification of routes according to variety of calendar/bell schedules and IEP requirements utilizing school bus transportation software as assigned. Audit, and correct contractor invoices; separate charges for on-going community tips, CEC, and Gateway programs and services; review, track, audit and bill for field trips; Meet with drivers and contractor staff to insure bus routes are run on time in a safe and efficient manner.

Communicate with VCOE and school district personnel, vendors, contractors, and the public to research transportation problems, answer questions, correct errors, and to resolve issues; Compile difficult and complex statistical and written reports from a variety of sources; assist in organizing materials for special projects; Operate office equipment including a computer terminal, printer, FAX machine, calculator and copier; Prepare and input data into computer system; Perform related duties as assigned;

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Applicable laws, codes, rules and regulations related to school bus transportation.
Applicable laws, codes, rules and regulations related to special needs transportation.
District organization, operations, policies and objectives;
Telephone techniques and etiquette.
Demonstrated use of computer software specific to scheduling pupil transportation.
Proficiency in Microsoft Office applications, specifically Excel and ACCESS.
Modern office practices, procedures and equipment.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.

ABILITY TO:
Interpret GPS data to insure bus routes are efficient and safe.
Respond in a reasonable and timely manner to questions, complaints and requests to meet the needs of students and school sites.
Meet with drivers and contractor staff to insure bus routes are run on time in a safe and efficient manner.
Observe bus activity in school loading zones to insure safe and efficient loading and unloading of students.
Inspect school bus stops for safety. 
Understand and follow oral and written directions; 
Monitor daily activities of transportation network to provide high quality of service to students and school sites. 
Plan and organize work to meet daily schedule changes in advance to provide timely notification to drivers, parents and staff. 
Respond to emergency safety situations where changes in routing require immediate attention. 
Ability to calmly solve service issues with diplomacy and tact. 
Provide input to immediate supervisor in the development and update of transportation schedules and contractor assignments. 
Answer questions of parents, school staff when Transportation Coordinator not available. 
Meet established deadlines and schedules. 
Work independently with minimal supervision. 
Work confidentially and with discretion 
Schedule vacations around needs of department, as summertime is very busy.

EDUCATION AND EXPERIENCE: 
Graduation from high school plus 4 years driving a special needs school bus including 2 years scheduling and planning bus routes for a year-round transportation operation.

LICENSES AND OTHER REQUIREMENTS: 
Some positions within this classification may require a valid California driver's license.

WORKING CONDITIONS: 
ENVIRONMENT: 
Is subject to inside environmental conditions. 
May be subject to diesel exhaust in and around school buses 
Drive a vehicle to conduct work at school site locations and contractor bus yard.

PHYSICAL ABILITIES: 
Vision to inspect various documents and records; 
Hearing and speaking to communicate with VCOE, school district staff and the public; 
Sitting for extended periods of time; 
Walking to other departments; 
Some climbing of small ladders; 
Bending, kneeling and reaching to retrieve and file records; 
Dexterity of hands and fingers to file and operate office equipment; 
Lifting objects weighing up to 30 pounds. 
Should an applicant require reasonable accommodation, the Ventura County Office of Education will consider that upon request.

HAZARDS: 
Exposure to students with behavioral problems, who may: 1) become hostile and/or disorderly; 
and 2) exhibit physically aggressive behavior.