

## **Routing Technician / Utility Bus Driver**

### **BASIC PURPOSE OF THE JOB CLASSIFICATION**

Provides the automated bus routing and scheduling expertise required in the day-to-day operations of the Transportation Department; assists the Director of Transportation and Transportation Supervisor in the preparation of routes; designates stops and assists in the daily dispatching of buses and drivers; operates a school bus in transporting pupils on regularly scheduled school routes as necessary; and performs related work as required.

### **DISTINGUISHING CHARACTERISTICS**

Employees in this classification receive general supervision within an established framework of standard policies and procedures. Incumbents work assignments require considerable contact with other employees, students and parents. Performance of these responsibilities requires attention to details, good communication skills, and sound judgement. This employee would assist the Director of Transportation and Transportation Supervisor in developing, planning, and scheduling bus routes for maximum efficiency.

### **REPORTS TO**

Director of Transportation and the Transportation Supervisor

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES** *(The following information is descriptive and is not restrictive as to duties required)*

- Maintains computerized District map, enters new streets, schools, etc.
- Assists in the development of school starting and ending times and modifies schedules as appropriate.
- Performs work on the latest office equipment, including but not limited to: computers, scanners, on-line computer terminals, etc.
- Assists in the preparation of records and reports for mileage, student counts, work schedules and seniority lists.
- Answers phones, assists with radio dispatch, and assists with bus passes when needed.
- Assists with department accounting, including billing.
- Performs mileage checks as needed.
- Modifies routes when students add/drop and maintains updated route sheets. Drives a school bus over a designated route according to an established time schedule.
- Cleans and keeps bus orderly.
- Checks vehicles for proper maintenance and safety.

- Reports need for maintenance and repair work.
- Maintains discipline on the bus.
- Renders first aid or emergency assistance as needed.

### **TYPICAL PHYSICAL REQUIREMENTS**

Ability to stand and walk; sits for extended periods; walks on wet and uneven surfaces; frequently stoops, kneels, and crouches to push and pull objects; ability to lift 50 pounds or carry objects weighing over 25 pounds; normal manual dexterity and eye-hand coordination to operate a school bus; normal manual dexterity and eye-hand coordination to operate a district vehicle; corrected hearing and vision to normal range; verbal communications; use of two-way radio, and of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is normally performed in an office environment; but can be performed outdoors and in a vehicle; performed in varying temperature conditions; performed in an environment with constant noise; exposure to fumes, gasses, grease, and oil; performed in confined spaces; performed around equipment with moving parts; regular contact with staff, parents, students, and public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Transportation scheduling and routing methods and techniques.
- Computer applications, including automated routing and word processing.
- California Motor Vehicle Code, Title 13 Code, and the Education Code as they apply to the operation of vehicles in the transportation of school children.
- Safe driving and work practices, state and local traffic laws and regulations.
- Operation of a school bus and associated equipment.
- The California Highway Patrol School Bus Driver and Carriers Handbook (HPH 82.7).
- Correct English usage, spelling, grammar and punctuation.
- Principles and practices of first aid.

#### **Ability to:**

- Speak in an articulate manner in a office environment
- Designate bus routes and bus drops based on District safety procedures.
- Read and interpret maps, education and vehicle codes, regulations, and employee contracts.
- Operate a school bus, exercise good judgment and proper safety precautions.

- Maintain discipline over students on a school bus.
- Understand and follow both oral and written directions.
- Recognize conditions that endanger safe operation of a school bus.
- Recognize routing conditions that may endanger the safe operation of a school bus.
- Perform basic mathematical skills.
- Effectively communicate both orally and in writing with parents, other agencies, California Highway Patrol, bus drivers, and other employees.
- Work independently and make decision within the framework of established guidelines.
- Establish and maintain cooperative working relationships.

### **TRAINING AND EXPERIENCE**

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- Previous experience in operating a transportation department automated routing and scheduling system is desirable.
- Minimum of two years clerical office experience.

### **SPECIAL REQUIREMENTS**

- High school diploma or equivalent.
- Possession of an appropriate California Driver's License issued by the State Department of Motor Vehicles.
- Possess a valid California Class A or Class B driver's License issued by the California Department of Motor Vehicles within thirty days of hire or before driving equipment / vehicle requiring this license.
- Current CPR/First Aid Certificates
- Possession of a current medical certificate and special certificate to drive a school bus.

Adopted: June 16, 2010