

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CLASSIFIED POSITION

JCN: 449
RANGE: 145
NON-EXEMPT

TRANSPORTATION SCHEDULER

BASIC FUNCTION:

Under the direction of assigned supervisor, coordinate and monitor transportation schedules and routes to meet the needs of students, staff, and sites for the office of the Fresno County Superintendent of Schools (FCSS); transport students in FCSS vehicles as needed; assist with the preparation and maintenance of the FCSS vans for transportation of students to and from school sites and home, throughout the community, and on field trips.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Assist in coordinating the daily operation of routing and scheduling transportation needs.
- Assist in daily updates to complete bus runs and route consolidations.
- Assist in emergency response.
- Assist in locating parents or other designated responsible person when responsible person is not available to receive student at regular drop off site.
- Assist in preparing incident and accident reports; obtain police reports as needed.
- Assist in the preparation and management of contracts for the maintenance and repair of the vehicle fleet; monitor contractor work for quality, compliance and timeliness; and coordinate the bidding, procurement, and surplus disposal of transportation equipment and vehicles to ensure operational readiness and fiscal accountability.
- Assists the Executive Director in the creation and implementation of the Transportation Plan.
- Audit route efficiencies and communicate updates to contractors.
- Collaborate with assigned supervisor and legal counsel to review and revise contracts.
- Communicate with county office, school district personnel, parent and/or guardian, and contractor to coordinate routes and schedules to meet the needs of the student(s).
- Compile information and prepare and maintain a variety of data, records and report; ensure accuracy and completeness of data, records and reports; establish and maintain filing/tracking systems.
- Coordinate and track transportation for field trips.
- Develop and maintain a computerized database of school bus routing and scheduling information; generate schedules and route information for dissemination as required; maintain current route sheet; provide information to parents and schools concerning routes and schedules.
- Implement the scheduling of all county vehicle maintenance, cleaning, repairs, tows, and safety equipment servicing; oversee the distribution of disability placards.
- Initiate daily scheduling adjustments to respond to student loading requirements.
- Initiate operational adjustments as needed.
- Handle complaints regarding transportation program and refer, if necessary, to immediate supervisor for further action.
- Maintain communication with contractor.
- Monitor daily activities of the transportation network to provide high quality services to the students and sites.
- Oversee the preparation and processing of purchase orders, invoices, and requisitions; assess and apply liquidated damages for contractor infractions.
- Participate and assist in the compilation of statistical survey studies. Provide input to

immediate supervisor in the development and update of transportation schedules and contractor assignments.

- Receive emergency communication from contractor and notify appropriate program personnel.
- Respond in a reasonable, timely manner to questions, complaints and requests to meet the needs of students, families and sites.
- Work cooperatively with other departments, including Facilities and Legal Services regarding transportation services within the student services division.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications; and maintain transportation routing and scheduling software.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:

- Drive a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- Schedule and track vehicle maintenance.
- Track fixed assets for all vehicles and transportation related items.
- Transport students via FCSS vehicles and vans.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Appropriate procedures regarding reporting accidents or other safety hazards.
- Best practices in driver training and regulatory compliance.
- Geographic boundaries of districts within Fresno County.
- Methods of scheduling student transportation.
- Principles of contract administration and negotiation.
- Principals, practices and methods of the transportation of students.
- State laws regarding transportation of children and safety seat requirements.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Analyze and comprehend transportation planning activities and requirements.

- Conduct presentations.
- Coordinate and plan safe and efficient routes and schedules.
- Determine appropriate action within clearly defined guidelines.
- Meet established deadlines and schedules.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with little direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

- High School Diploma, General Education Degree (GED) or State High School Proficiency certificate.

EXPERIENCE:

- Three years vehicle routing and scheduling experience preferred.

LICENSURE AND OTHER REQUIREMENTS:

- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.
- Valid First Aid and CPR Certificate issued by an authorized.
- Valid Defensive Driving certification issued by an authorized.
- This position requires a pre-placement medical assessment (paid for by FCSS) at a clinic selected by the county office. Any offer of employment is contingent upon successful certification by designated physician that applicant is able to perform essential functions of the job, with or without reasonable accommodations.

WORKING CONDITIONS:

ENVIRONMENT:

- Drive a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.

- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to fifty (50) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

HAZARDS:

- Contact with blood and other body fluids.
- Exposure to minor contagious and/or infectious diseases.
- Potential for contact with blood borne pathogens and communicable diseases.
- Potentially harmful outbursts from students.
- Potentially working with upset parents or guardians.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: 06/14/2016

Revised: 11/14/2017; 09/01/2020; 07/01/2026