



## PERSONNEL COMMISSION

**Class Code: 5040**  
**Salary Range: 28 (C2)**

### TRANSPORTATION SCHEDULER

#### JOB SUMMARY

Under general supervision, schedule, route and modify student transportation services for regular education, special education, field trips, athletics and special events; dispatch drivers in accordance with schedules and to fulfill special transportation requests; perform related duties as assigned.

#### EXAMPLES OF DUTIES

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Perform a variety of dispatching, scheduling and routing duties related to student transportation services including regular education, special education, field trips, athletics and special events. **E**
- Prepare and maintain forms, records, files, lists and reports related to student transportation services including route files and maps, trip requests, rosters, release waivers, liquidation forms and special needs lists. **E**
- Monitor and modify schedules and routes to assure daily transportation needs are met and emergency situations are resolved; determine most efficient routes. **E**
- Assign new students to bus routes and station stops; update student address changes and school schedule changes; modify bus assignments as needed. **E**
- Schedule buses and drivers for field trips, athletic events and other special trips; verify trip dates, locations and departure times; prepare and assure timely receipt of trip forms and related documents for scheduling purposes; assure driver overtime is evenly distributed. **E**
- Contact charter companies to schedule special trips; monitor service of charter companies to assure timely services. **E**
- Schedule and route vendor contract buses; confirm information and documentation related to trip requests; identify discrepancies and liquidations and report to appropriate personnel. **E**
- Utilize two-way radios to monitor bus to bus and bus to base communications; monitor arrival and departure times of buses and driver hours; communicate with drivers regarding schedule or route changes, vehicle breakdowns, accidents, road conditions, student disciplinary incidents and other concerns. **E**

- Research maps and locations to provide bus drivers with information and directions to various destinations; maintain current knowledge of routes and locations to assure timely services and accurate information. ***E***
- Provide work direction and guidance to drivers regarding daily operating procedures, District policies and route changes; conduct new employee orientation sessions as necessary. ***E***
- Answer telephones and greet visitors; direct inquiries to the appropriate department or person; resolve student transportation issues and concerns; assist in the investigation of bus accidents; drive a District vehicle to conduct work. ***E***
- Continuously survey the existing transportation program for safety, service costs and areas in need of improvement; advise appropriate personnel of unusual trends or problems and recommend appropriate corrective action. ***E***
- Assist in coordinating maintenance and servicing of bus fleet; assure proper coverage for buses in the garage. ***E***
- Operate a variety of office equipment including a copier, fax machine and a computer and assigned software; utilize computerized routing and field trip software for bus routing as assigned by the position. ***E***
- Communicate with other departments, administrators, school site staff and outside agencies to coordinate services, exchange information and resolve transportation issues. ***E***
- Attend a variety of meetings and workshops related to assigned activities. ***E***
- Perform related duties as assigned.

*Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

### **DISTINGUISHING CHARACTERISTICS**

A Transportation Scheduler arranges for the transportation of students, including but not limited to special education, regular education, mandated programs, field trips and athletics. Incumbents may perform traditional scheduling functions or utilize a computerized routing and field trip system.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Principles and techniques of route and field trip scheduling.

Methods and procedures of dispatching transportation vehicles.

District boundaries and the general geography of the greater Los Angeles area.

Applicable laws, codes, rules and regulations related to pupil transportation.

Health and safety regulations.

Modern office practices, procedures and equipment.

Operation of a variety of office equipment including a computer and assigned software.

Operation of a two-way radio.

Record keeping and report preparation techniques.

Interpersonal skills using tact, patience and courtesy.  
Oral and written communication skills.

**Ability to:**

Assign buses and drivers to designated routes, field trips, extra-curricular activities, and special events.  
Review routes and schedules to accommodate changes.  
Prepare and maintain a variety of records, logs, lists, files and reports.  
Interpret, apply and explain applicable laws, codes, rules and regulations.  
Read and interpret maps.  
Operate a variety of office equipment including a computer and assigned software.  
Operate a two-way radio.  
Observe legal and defensive driving practices.  
Make generalizations, evaluations or decisions without immediate supervision.  
Plan and organize work.  
Assign and review the work of others.  
Meet schedules and time lines.  
Understand and resolve issues, complaints or problems.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Complete work with many interruptions.

**Education and Training:**

Graduation from high school or equivalent.

**Experience:**

Two years of experience as a school bus driver or two years of experience dispatching commercial passenger vehicles or school buses on fixed and variable route assignments utilizing a computerized routing and field trip system.

Any other combination of education, training and experience, which demonstrates that the applicant is likely to possess the required skills, knowledge or abilities, may be considered.

**SPECIAL REQUIREMENTS**

Valid California Class C driver's license.

Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification of the applicant regardless of any other standing.

**WORKING ENVIRONMENT**

Office environment.  
Constant interruptions.  
Evening or variable hours.  
Driving a vehicle to conduct work.  
Contact with dissatisfied individuals.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a computer keyboard.  
Bending at the waist, kneeling or crouching to file materials.  
Sitting for extended periods of time.  
Seeing to read a variety of materials.  
Hearing and speaking to exchange information in person and on the telephone.

*AMERICANS WITH DISABILITIES ACT*

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 2/13/2003  
Revised: 1/26/2006  
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