

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

<b>TITLE:</b>	Transportation Over-Enrollment Technician	<b>CLASSIFICATION:</b>	Classified Non-Management (SEIU/Office-Technical)
<b>SERIES:</b>	None	<b>FLSA:</b>	Non-Exempt
<b>JOB CLASS CODE:</b>	1013	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Transportation Services	<b>SALARY:</b>	Range 45 Salary Schedule C
<b>REPORTS TO:</b>	Assigned Supervisor	<b>BOARD APPROVAL:</b>	11-24-86
		<b>HR REVISION:</b>	04-26-12

**BASIC FUNCTION:**

Perform diverse, specialized duties related to elementary school placement for students due to over-enrollment of regular school of attendance, and arrange transportation; maintain bus driver classification seniority roster for bidding purposes.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)**

Receive over-enrolled student information from schools; determine which schools are possible receiving schools; check district student attendance system, and contact schools to confirm space availability; if there is no receiving school and transportation is not set up, locate a school with space available within a reasonable area of the district. **E**

Determine if student will walk or take a bus to home school; bus stop must be within a safe walking distance; provide information to sending and receiving schools regarding student information and transportation. **E**

Confer with parents and school personnel on sensitive issues, such as busing students to other than their regular school of attendance, district policies, and school bus routes, school bus riding rules and regulations. **E**

Discuss and provide written instructions to bus drivers on student concap bus routes and cancellations. **E**

Operate a computer and related software to input, output, update, and access a variety of records and information; generate records, reports, lists, and summaries; operate standard office equipment. **E**

Maintain custom transportation database for concap and special education students, and prepare reports for appropriate administrators. **E**

Gather information on home/school miles, student head counts, bus information, and transportation expenses, and prepare annual state-mandated report. **E**

Calculate increases for new bus drivers, mechanics, and cost per mile due to wage increases; prepare and send out letters to Bus Drivers in summer for next year's calendar. **E**

Provide clerical support to administrator; prepare requisitions for reimbursement; keep petty cash up-to-date; lift light objects. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform related duties as assigned.

**TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: graduation from high school, and three years of increasingly responsible transportation experience to include bus routing and school district busing.

**LICENSES AND OTHER REQUIREMENTS:**

Overall scores in computer software testing program preferred as follows:

Keyboarding.....50 Correct WPM  
 Word.....75% Overall Score  
 Excel.....75% Overall Score

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Student over-enrollment and transportation issues.  
 Bus routing schedules and school district busing.  
 District policies and procedures related to assigned function.  
 Applicable sections of State Education Code and other state and federal laws.  
 Operation of a computer, related software, and standard office equipment.  
 Correct English usage, grammar, spelling, punctuation, and vocabulary.  
 Oral and written communication skills.  
 Interpersonal skills using tact, patience, and courtesy.  
 Telephone techniques and etiquette.  
 Health and safety regulations.

**ABILITY TO:**

Perform the basic function of the position.  
 Work with bus route schedules and school district busing.  
 Provide creative solutions.  
 Work with custom transportation database for concap and special education students.  
 Read, interpret, apply, and explain rules, regulations, policies, and procedures.  
 Maintain records and prepare reports.  
 Perform computational task with speed and accuracy.  
 Work independently with little direction to meet schedules and timelines.  
 Operate a computer, related software, and standard office equipment.  
 Lift light objects according to safety regulations.  
 Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.  
 Communicate effectively, both orally and in writing.  
 Establish and maintain cooperative and effective working relationships with others.  
 Meet state and district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:****SAMPLE ENVIRONMENT:**

Office environment.

**SAMPLE PHYSICAL ABILITIES:**

Sit for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; reach overhead, above the shoulders, and horizontally; bend at the waist or crouch to retrieve files from cabinets and shelves; hear and speak to exchange information in person or on the telephone; see to read various documents related to assigned activities and view a computer monitor; lift light objects.

SAMPLE HAZARDS:

Occasional contact with dissatisfied or abusive individuals.

*(Former Title: Cluster Program Technician)*