

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
Position Description**

|                        |                               |                        |   |
|------------------------|-------------------------------|------------------------|---|
| <b>TITLE:</b>          | Transportation Trip Scheduler | <b>CLASSIFICATION:</b> | Classified Non-Management (SEIU/Office-Technical) |
| <b>SERIES:</b>         | None                          | <b>FLSA:</b>           | Non-Exempt  |
| <b>JOB CLASS CODE:</b> | 9441                          | <b>WORK YEAR:</b>      | 11 or 12 Months                                   |
| <b>DEPARTMENT:</b>     | Transportation Services       | <b>SALARY:</b>         | Range 42<br>Salary Schedule C                     |
| <b>REPORTS TO:</b>     | Assigned Supervisor           | <b>HR APPROVAL:</b>    | 09-07-11  |
|                        |                               | <b>HR REVISION:</b>    | 10-12-11  |

**BASIC FUNCTION:**

Receive, process, and maintain all Field Trip Request Forms for field/study, event, or athletic trip transportation; log requests, and prepare related records; review forms for proper authorization; review, schedule, or deny trips; schedule with destination facilities; provide alternative trip dates or times; maintain customer and destination databases; assure proper coverage of trips.

**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.)**

Maintain and enter all information for trips and events into computerized Pupil Transportation Management Systems (TransTraks) software program. **E**

Act as a liaison to school sites and other school districts providing information regarding field/study, event, or athletic trip scheduling and revisions. **E**

Assign and reassign trips to drivers according to the contract and certifications required for a trip or student roster, such as mountain or wheelchair certification; prepare trip information documents, and forward to assigned driver; confirm driver's availability; arrange for a replacement if necessary. **E**

Evaluate trips for safety, efficiency, bus capacity, utilization, and on-time service; incorporate needed changes. **E**

Confirm user cancellations; inform driver of cancellation or reassignment. **E**

Input and maintain employee information and hours; track refusals and other trip related information. **E**

Research and book charter buses for trips as needed; maintain records of charter company(ies) up-to-date insurance certifications; ensure that charter drivers and their vehicles are School Pupil Activity Bus (SPAB) certified. **E**

Calculate program billing for transportation costs (mileage-mileage rate, regular hours-regular hourly rate, overtime hours-overtime hourly rate, meals, bridge tolls, lodging, parking, etc.), and prepare invoices; distribute paperwork to Budget Services. **E**

Train school personnel on field trip process. **E**

Assign drivers in order to effectively and efficiently maximize the utilization of equipment and personnel, and minimize costs to schools by not having to charter buses for trips. **E**

Assign, create, and change daily work schedules for drivers; verify and track all hours worked; track 16 hours time block for drivers according to federal regulations so driver has eight hours off. **E**

Prepare and distribute weekly and monthly dispatch reports. **E**

Prepare various management reports pertaining to student transportation, which include cost analyses projections. **E**

Prepare all necessary documents, including routing and mapping for drivers that are dispatched to transport students to and from destinations and documents for weekend athletic and various trips. **E**

Prepare spreadsheets for department administration with all trip information and expenses throughout the year; maintain filing system for all billing information. **E**

Communicate with other departments, district staff, and outside organizations regarding the Transportation Department operations, activities, policies, and procedures; maintain field trip manual including routing information and field trip map book. **E**

Communicate on an ongoing basis with district administration, school site staff, parents, non-profit sites, high school athletic directors, and Transportation Department staff regarding the coordination and scheduling of all trips and events. **E**

Coordinate all transportation for special events, such as: Conferences, College Recruitment Fair, Very Special Arts Program, Public School Week Events, Sacramento Zoo Overnight events, Mathletes, various weekend events (high school debate, band events), California Black Chamber of Commerce, Summer School and 4<sup>th</sup> R Field Trips, etc. **E**

Coordinate all athletic trips for football, soccer, volleyball, basketball, wrestling, cross-country, baseball, softball, and swimming. **E**

Operate a computer and related software to input, output, update, query, and access a variety of records and information; generate records, reports, lists, and summaries related to all trips, events, and schedules; operate standard office equipment; operate a vehicle to conduct work; operate a two-way radio; lift light objects. **E**

Provide excellent customer service by establishing positive relationships with district staff; respond to phone calls, emails, letters, and other communication. **E**

Promote teamwork by sharing knowledge, cooperating with others, participating in meetings, and supporting the goals and objectives of the district and the department. **E**

Perform related duties as assigned.

**TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: graduation from high school, and three years increasingly responsible clerical and technical experience.

**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:**

- Topography of Sacramento County and school site locations.
- Applicable sections of State Education Code, and state, federal, and other applicable laws including policies related to assigned duties.
- District organization, operations, policies, and procedures related to assigned duties.
- School bus routing and scheduling.
- Operation of a two-way radio system.

Accurate record-keeping techniques and filing systems.  
Correct English usage, grammar, spelling, punctuation, and vocabulary.  
Interpersonal skills using tact, patience, and courtesy.  
Report writing methods and techniques.  
Current office practices, procedures, and equipment.  
Oral and written communication skills.  
Operation of a computer, related software, and standard office equipment.  
Health and safety regulations.

**ABILITY TO:**

Perform the basic function of the position.  
Analyze and comprehend transportation planning activities and requirements.  
Multi-task and deal with the constant flow of changes due to driver absenteeism, daily driver schedule changes, changes in the number of students to be transported, interruptions, changes involving the event/timeline, buses breaking down, etc.  
Provide meaningful analysis to improve the efficiency and performance of Transportation Services.  
Communicate effectively via telephone or two-way radio system.  
Complete work with many interruptions, and meet schedules and timelines.  
Demonstrate tact, diplomacy, and sensitivity to individual concerns.  
Respond to emergency situations exercising independent thinking and good judgment.  
Read, interpret, apply, and explain rules, regulations, policies, and procedures related to assigned duties.  
Establish and maintain cooperative and effective working relationships with others.  
Read maps and give directions.  
Understand and follow oral and written directions.  
Prepare and maintain accurate and complete files, records, and reports.  
Lift light objects according to safety regulations.  
Operate a computer and related software to enter data, maintain records, and generate reports.  
Meet state and district standards of professional conduct as outlined in Board Policy.

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

Office environment; drive a vehicle to conduct work; constant interruptions.

**SAMPLE PHYSICAL ABILITIES:**

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

**SAMPLE HAZARDS:**

Occasional contact with dissatisfied individuals; tasks consistently deal with immediate response requirements and a stressful work environment.