

**TRANSPORTATION TECHNICIAN****DEFINITION**

Under direction of the Director of Business Services, serve as a liaison between SVUSD and transportation services and perform related duties as required.

**EXAMPLES OF DUTIES**

Coordinate with special education to assign routes and input transportation related data into the database; assist with improving, reviewing and monitoring bus routes; coordinate field trip service with site personnel, including teachers, clerical staff and administration; facilitate appropriate trip record keeping and billing; coordinate with transportation, business services and school sites for modified days (early out/late start days) and school start and end times; maintain bus pass sales and supervise clerical staff assisting with bus pass sales; assist in negotiating transportation contracts; maintain records and documentation for fleet inventory; communicate and work with contracted transportation vendors and personnel; work with safety manager of transportation; answer complaints and serve as key contact person for parents, community and school personnel; communicate transportation assignments effectively with parents and administrators; maintain a variety of logs, records and files related to transportation; maintain and monitor safety radio and report all emergency communication to designated staff; operate a variety of office equipment including a copier, fax machine, computer, and applicable software applications.

**QUALIFICATIONS****Knowledge of**

Correct English, grammar, spelling and punctuation; office methods, procedures and practices and office automation, including computer operations/word processing/publication and presentation software.

**Ability to**

Understand complex procedures and terminology; assist in the investigation of incidents; input, retrieve and maintain data in a variety of formats; collect and analyze data and prepare reports, and correspondence; understand, interpret and apply applicable transportation rules, laws, regulations and policies; ability to maintain inventory; exhibit professionalism with students, staff, administration, parents and the community when answering questions and resolving complaints; understanding of school transportation operations, safety, routing concepts and their applications; establish and maintain cooperative working relationships; effectively communicate orally and in writing.

**Experience**

Four years of progressively responsible general clerical or secretarial work which has provided the applicant with the knowledge and abilities listed above.

**Education**

Equivalent to the completion of the twelfth grade.

Physical Performance Requirements:

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses:

Possession of a valid and appropriate California Driver's License, if required.

Board Approved: 1/14/14