



**CLASSIFIED**  
**Job Classification Description**  
 Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
 PERSONNEL COMMISSION  
 APPROVED MOTION NO. 22-2022/23  
 DOCUMENT NO. 10-2022/23  
 DATED 10/19/2022

|   |  |
|---|--|
| <b><u>TRANSPORTATION ROUTER</u></b>   |  |
| <b>DEPARTMENT/SITE:</b> Transportation<br><br><b>REPORTS TO:</b> Director of Transportation | <b>SALARY SCHEDULE:</b> Classified Bargaining Unit<br><b>SALARY RANGE:</b> 31<br><b>WORK CALENDAR:</b> 261 Days<br><br><b>FLSA:</b> Non-Exempt |

**PURPOSE STATEMENT:**  
 Under the general direction of the Director of Transportation, the Transportation Router performs a variety of work in developing and maintaining computerized bus routes and schedules; assists with the Dispatch responsibilities of the Transportation Department; drives a school bus over designated routes in emergency situations. The incumbents in this classification provide the school community with student transportation services which directly support student learning and achievement.

**DISTINGUISHING CHARACTERISTICS**  
 Positions in the Transportation Router classification are distinguished from other classifications in Transportation Services in their assignment to develop and maintain computerized bus routes and schedules for District bus routes; to assist with dispatching responsibilities; and to perform the duties of a Bus Driver as assigned.

The Bus Trainer/Dispatcher is responsible for planning and conducting training activities for prospective, substitute and current Bus Drivers that adhere to State requirements and performs the duties of a Dispatcher or Bus Driver as assigned.

The Transportation Dispatcher is responsible for planning, coordinating, dispatching, and overseeing assigned school bus fleet activities and performs the duties of a Bus Driver as assigned.

The Bus Driver is responsible for safely transporting students along designated routes, ensuring proper student behavior and vehicle safety.

The Relief Bus Driver is responsible for safely transporting students along designated routes. The primary difference between this classification and the Bus Driver classification is that the Relief Bus Driver does not have a regularly scheduled route.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**  
*The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

- Assists in the preparation of reports and maintenance of records (e.g., student stop times, Special Needs student records).
- Assists with dispatching the District bus fleet to meet student transportation needs.
- Assists in the identification and recommendation of locations for bus stops.
- Contracts charter bus service to assist with pupil transportation.
- Coordinates special transportation needs with school site personnel.

- Develops and maintains a computerized database of school bus routing and scheduling information.
- Develops routing procedures and uses computer programs to assure efficient transportation of students.
- Drives a school bus over designated routes in emergency situations; performs pre-trip and post-trip inspections maintains order and proper discipline of student passengers according to District policy.
- Generates schedules and routes information to be provided for the District website and other public information sources.
- Provides information to parents and schools concerning bus routes and schedules.
- Reviews regular and exceptional student bus schedules and routes for efficiency of operation and use of buses and maintains current route sheet.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

*(At time of application)*

### **Knowledge of:**

- Modern and complex principles and practices of efficient and economical bus routing and employee scheduling
- Procedures, methods and techniques of dispatching and scheduling buses
- Proper operations of school buses and school transportation vehicles
- Safe and defensive driving methods and techniques
- All applicable provisions of the California Vehicle Code, California Code of Regulations, and Education Code relating to student transportation
- Basic maintenance requirements
- District geographic areas
- Appropriate Health and Safety regulations, safety precautions and procedures
- Standard first aid procedures
- Proper lifting techniques
- Basic record-keeping and report preparation techniques
- Emergency evacuation techniques
- Utilization of wheelchairs, tie downs, child safety seats, lifts, etc. (by assignment)

### **Skills and Abilities to:**

- Operate standard office equipment including using a variety of software applications; database management, computer-based routing systems, and software applications
- Apply District and other applicable rules and regulations pertaining to pupil transportation
- Adhere to safety practices; learn and observe legal and defensive driving practices
- Learn and follow designated routes
- Maintain a safe discipline level among passengers
- Conduct safety inspections and perform routine preventive maintenance
- Comprehend and follow equipment instructions for student assistive devices such as wheelchairs
- Assist in loading and unloading students with special needs
- Administer first aid
- Analyze situations to define issues and draw conclusions
- Operate district vehicles, fire extinguisher, two-way radio and standard office equipment
- Prepare and maintain accurate records
- Adapt to changing work priorities
- Work with a diversity of individuals and/or groups
- Exercise sound judgment
- Create safe environment for students

- Understand and carry out oral and written instructions
- Work independently with little direction
- Make common sense decisions in potentially critical situations
- Communicate with diverse groups including school age riders; displaying tact and courtesy; establishing and maintaining effective working relationships
- Maintain an understanding of the special needs of students and their parents
- Maintain student confidentiality
- Work with constant distractions

**RESPONSIBILITY:**

Working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**JOB QUALIFICATIONS / REQUIREMENTS:**

*(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)*

**EDUCATION REQUIRED:**

High School diploma or equivalent.

**EXPERIENCE REQUIRED:**

Two (2) years of responsible school bus driving experience is required. One (1) year of specialized training in the use of computer and software proficiency required.

**LICENSE(S) REQUIRED:**

- Possession of a valid California Class A or B Commercial Driver’s License with appropriate endorsements and remain insurable at the District’s standard insurance market rate. Current DMV report.
- Valid California Special Driver’s Certificate for School Bus
- U.S. Department of Transportation DL-51 Medical Examiner’s Certificate
- Valid First Aid Certification (as required to maintain valid and current CA Special Driver’s Certificate for School Bus)

**CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District’s applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)
  - Pre-employment physical exam F through District’s provider at District’s expense
  - Post-employment random drug screen testing, as currently required under DOT regulations, to maintain California Commercial Driver’s License through District’s provider at District’s expense

**WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- Work takes place indoor and outdoor, and requires sitting, standing or walking for extended periods of time.
- Lift or carry students or items up to 50 lbs.
- Physical abilities include stooping/crouching, reaching/handling, bending at the waist, kneeling, crawling or crouching to assist students and to retrieve and store materials

- Hearing and speaking to exchange information
- Visual acuity near/far to see streets, roadways, and traffic, and to supervise students
- Drives a school transportation vehicle