

## CONTRA COSTA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: TRANSPORTATION TECHNICIAN**

### **RANGE: 19**

### **BASIC FUNCTION:**

Under the direction of the Director II, Administrative Business Services, provide technical assistance in the operations of the Special Education and County Office Transportation programs; coordinate the assignment of scheduling and routing of students; participate in assuring proper servicing and maintenance of County Office vehicles; prepare and maintain billing information and student records.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Provide technical assistance in the operations of the Special Education and County Office Transportation programs; receive and respond to phone calls related to transportation issues, student changes and other transportation concerns.

Coordinate the assignment of scheduling and routing of students; monitor transportation contract performance related to contractual terms, ride times and related record-keeping requirements; coordinate and schedule transportation for field trips; book charter buses as needed.

Participate in assuring proper servicing and maintenance of County Office vehicles; process vehicle maintenance schedules and memos; maintain current vehicle smog certificates.

Prepare and maintain billing information and accurate student records utilizing an assigned database; prepare and maintain data related to bus trips, class lists, driver rosters, therapy appointments, vehicle maintenance records, student citations and suspensions, and transportation requests for extended year.

Prepare and maintain DMV records for County Office employees including DMV rosters and DMV pull notice program information; complete requests for DMV requirements as needed by program administrators or principals; maintain DMV handicap placards for County Office vehicles.

Receive and process a variety of forms including therapy requests, eligibility criteria, biographical information, and others according to established procedures; process district of residence reports.

Serve as liaison between the County Office, SELPA member districts, non-participating school districts, private schools and parents; provide information regarding the transportation program; communicate with various outside agencies and County Office departments to exchange information, coordinate activities and resolve issues or concerns; respond and resolve parent complaints regarding transportation services.

Operate a computer and assigned software; operate other standard office equipment as assigned.

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Attend IEP, SELPA and other meetings as assigned; attend workshops, seminars and staff development activities.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Methods, practices and procedures of scheduling and dispatching transportation vehicles.  
Provisions of the DMV and the Education Code applicable to the operation of vehicles in the transportation of students including the transportation of special education students.  
Student transportation and vehicle fleet maintenance.  
Applicable laws, rules, regulations, policies and procedures related to assigned activities.  
Principles and techniques of route scheduling.  
Oral and written communication skills.  
County Office organization, operations, policies and objectives.  
Interpersonal skills using tact, patience and courtesy.  
Operation of a variety of office equipment including a computer and assigned software.  
Record-keeping and report preparation techniques.

**ABILITY TO:**

Organize and oversee the dispatching and scheduling activities of assigned transportation programs.  
Participate in assuring proper servicing and maintenance of County Office vehicles.  
Prepare and maintain accurate billing information and student records.  
Interpret, apply and explain applicable laws, codes, rules and regulations related to assigned activities.  
Operate a variety of office equipment including a computer and assigned software.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Prepare and maintain a variety of records and files related to assigned activities.  
Meet schedules and time lines.  
Plan and organize work.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by specialized training in transportation management or a related field and two years of increasingly responsible experience in public transportation work including bus routing, scheduling or related experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.

Constant interruptions.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Dexterity of hands and fingers to operate a computer keyboard.

Bending at the waist, kneeling or crouching to file materials.