

**CORONA NORCO UNIFIED SCHOOL DISTRICT****CLASS TITLE: TRANSPORTATION OPERATIONS SPECIALIST****BASIC FUNCTION:**

Under the direction of an administrator, assists with the daily management of the school bus transportation operations.

**ESSENTIAL DUTIES:**

- Create, modify and update bus runs, routes and schedules; confirm addresses, registration and transportation routes; assist with the planning, scheduling and preparation of assigned routes for student transportation.
- Ensure that data systems are updated between Special Education, Information Technology and the Transportation Department; perform updates to the mapping system.
- Receives, responds and resolves parent inquiries; communicates with parents and school personnel to ensure timely delivery of scheduled services.
- Process requests for bus transportation.
- Provide accurate route information to school bus operations provider.
- Confirms addresses and boundaries; researches housing development tracts as required; drive to visit school sites and bus stops to validate routing decisions.
- Maintain a variety of records and reports.
- Provide support to the administrator in developing and implementing policies, guidelines, and procedures in accordance with District policies and State legal requirements.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE/ABILITIES:**

Education Code, Vehicle Code, Title 13 of the California Administrative Code.

California Highway Patrol Handbook 82.7.

Principles and techniques of efficient route scheduling.

Record-keeping and report preparation techniques.

Train and provide work direction to assigned personnel.

Operate a variety of office equipment including a computer and assigned software.

Read maps and prepare efficient and effective bus routes.

Communicate effectively, both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Maintain a variety of records and files related to assigned activities.

Meet schedules and time lines.

Plan and organize work.

**EDUCATION AND EXPERIENCE:**

High School Diploma or equivalent and five (5) years of experience in a transportation environment, including transportation routing.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C driver license.

TB Test Clearance, Criminal Justice Fingerprint Clearance and Pre-employment Safety Videos.

**PHYSICAL DEMANDS:**

Hear and speak to exchange information in person and on the telephone.

See to read a variety of materials.

Dexterity of hands and fingers to operate a computer keyboard.

Sit and walk for extended periods of time.

Lift, carry, push or pull objects weighing up to 20 pounds.