

KERN COUNTY SUPERINTENDENT OF SCHOOLS
NEW/APPROVED JUNE 2017
RANGE: 45.5
CLASSIFIED
CODE: 2, 3, 7, 9

FIELD TRIP SCHEDULER

DEFINITION

Under supervision of the Transportation Manager, dispatch, schedule and assign bus drivers for all activity trips following all applicable laws, regulations and policy.

EXAMPLES OF DUTIES

Act as an information source to the public, school personnel, and other interested parties regarding field and activity trips, procedures, schedules, and other activities;

assign school buses and drivers for field trips and other special activity trips;

direct drivers on assigned field trips and activity trips;

prepare bus schedules for field trips and activity trips;

provide comprehensive verbal, written and map directions to locations anywhere within the state;

communicate by a two-way radio system, telephone, email, and fax machine with a variety of staff, school site personnel, districts, and other interested parties;

confers with various school site personnel and staff in coordinating, scheduling and confirming field and activity trips;

provide estimated costs for field and activity trips;

accurately maintain trip reports and records;

gather data for payroll and invoicing purposes;

perform necessary arithmetical computations;

complete field and activity trip billing and reporting;

type memoranda correspondence as needed, perform other related duties as assigned;

operates dispatching unit in directing drivers in a broad framework of standard policies and procedures;

make temporary adjustments to driver and aide assignments and bus routes;

provide direction and instruction to drivers to accommodate bus break downs, accidents, student issues, etc.;

create, maintain and operate various computerized files and programs;

work effectively with shop personnel to assign spare buses under all applicable laws, regulations, policies and procedures.

QUALIFICATIONS

Knowledge of:

Provisions of the California Vehicle Code, Ed. Code and Title 13 CCR pertaining to a school bus operation;

computer software programs, such as data bases, spreadsheets, and word processors;

streets, roads, and school locations in the county;

proper telephone and two-way radio techniques, basic office procedures;

appropriate procedures to be followed regarding the reporting of accidents or other safety hazards.

Ability to:

Maintain accurate and current records and files;

direct and schedule the work of others;

communicate effectively in both oral and written form;

effectively read and interpret road maps (paper or electronic);

prepare accurate reports and correspondence;

understand and follow both oral and written instructions independently;

establish and maintain effective work relationships with those contacted in the performance of required duties;

perform mathematical calculations accurately;

operated a computer utilizing a basic transportation software program;

communicate effectively using a telephone and two-way radio;

respond to emergency situations in a calm and effective manner;

lift 50 lbs.;

bend, stoop, stand and sit for long periods of time.

Experience:

Three (3) years of experience working with computer applications.

Five (5) years of pupil transportation experience preferred.

Education:

High school education or any combination of training and experience equivalent to completion of the 12th grade preferably supplemented with post high school, college or business school computer training.

License requirement:

Must possess valid Class A or B California Drivers License and school bus drivers certificate ("no restrictions" preferred).

Conditions of employment:

A preplacement medical assessment is a condition of employment after all other job conditions have been met;

a substance abuse test, at office expense, is required prior to employment;

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

CP: gs

6/14/17

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