

## TRANSPORTATION SUPPORT TECHNICIAN

### DEFINITION

Under the general supervision of the Transportation Supervisor, creates, modifies, maintains, and updates the student transportation program, including the school bus routes and schedules; dispatches drivers; assists with boundary changes; performs other transportation related schedules and assignments.

### ESSENTIAL DUTIES

- § operates and maintains computer-assisted routing software
- § processes written and oral requests for school bus transportation from various district departments; modifies bus routes and schedules
- § provides drivers with assignments, including route directions, maps, and assists with dispatching drivers
- § produces and distributes listings of school bus stops, provides schedules to school sites, administrators, and the public, develops student bus lists
- § researches housing development tract maps as required to update computer databases
- § researches and responds to inquiries from district staff, site administrators, and the public relating to routes and schedules
- § visits school sites and bus stops to validate routing decisions and recommended changes
- § performs a wide variety of clerical work including tasks such as inputting information, filing, distributing copies, posting to logs, maintaining and reporting information on records, and compiling information for reports
- § operates a variety of office machines including multi-line telephones, copiers, facsimile transmission printers, plotters, and computers
- § attends appropriate professional development training
- § performs other related duties as assigned and/or required

### QUALIFICATIONS

**Knowledge of:** Procedures, methods, strategies, and techniques pertaining to the operation of the Transportation Department; IBM, DOS, Windows and Windows NT; familiarity with industry standard maps (e.g. Thomas Guide); modern office practices, trends, and procedures; standard office equipment

**PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

§ will frequently exert 10 to 20 pounds of force to lift, carry, push, pull, or otherwise move objects