

DISPATCHER

DEFINITION

Under the direction of the Transportation Supervisor, assists in the planning, organizing and coordinating of pupil transportation programs; assists in the scheduling and assigning of bus drivers; and performs other related duties as assigned and/or required.

ESSENTIAL DUTIES

- assigns and schedules bus drivers to athletic and special study trips in coordination with the regular pupil transportation scheduling
- assists in planning and determining school bus routes and schedules utilizing other factors, such as traffic conditions, pupil load size, potential road hazards, etc.
- prepares recommendations for changes in bus routes and schedules to obtain maximum utilization of equipment and personnel
- evaluates bus routes and reports to the appropriate agencies any view obstructions and/or road hazards
- prepares zone maps and discusses bus routing with the bus drivers
- reviews mileage for student required walking areas
- arranges for and assigns substitute bus drivers
- maintains and compiles data and information regarding the pupil transportation program, and prepares concise and clear summaries as required
- assists in planning, organizing and conducting transportation personnel orientation and training programs
- confers with, counsels and advises transportation, school and administrative personnel concerning student behavior
- conducts bus inspections and reports damage(s), vandalism and needed maintenance
- may drive a school bus in an emergency situation or on a relief basis

QUALIFICATIONS

Knowledge of: Methods, procedures and practices pertaining to a comprehensive pupil transportation program; provisions of the California Motor Vehicle Code, the Education Code and Title 13 applicable to the operation of vehicles in a pupil transportation program; bus driver behind the wheel and classroom training programs; safe driving practices and procedures.

Ability to: Plan, organize and coordinate a comprehensive pupil transportation program; assist in the planning of school bus routes and schedules; maintain accurate and comprehensive records and prepare clear and concise reports; safely, effectively and efficiently drive a school bus and other transportation related equipment; understand and follow oral and written directions; establish and maintain cooperative working relationships.

PHYSICAL DEMANDS

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

- will occasionally exert 50 to 75 pounds of force to lift, carry, push, pull or otherwise move objects
- will involve sitting for extended periods of time while operating a student transportation vehicle and will involve walking or standing for brief periods
- must possess the ability to hear and perceive the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing written and oral information, both in person and over the telephone
- must possess the manual dexterity to operate equipment, use hand tools, and to handle and work with various objects and materials

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Experience: Three years of paid experience as a school bus driver, including one year of experience in a lead capacity.

Education: Verification of a High School diploma, a GED certificate, or a higher degree including or supplemented by course work or training in transportation systems, organization and supervision, or a closely related field is desirable.

License and Certificate Requirement: Possession of a valid Class A or B, California Motor Vehicle Operator's License. Possession of a valid California School Bus Driver's Certificate.

Condition of Employment: Insurability by the District's liability insurance carrier.

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