

## **TRANSPORTATION DISPATCHER**

### **DEFINITION:**

Under general supervision of the Director of Transportation, ensures all regularly scheduled bus routes and special trips are staffed; assists in coordinating bus schedules for daily routes, field trips, sporting events and other District functions; may act to facilitate operations in the absence of the Director; assumes and performs related work as necessary or required.

### **CLASS CHARACTERISTICS:**

This is a position having significant responsibility for ensuring Bus Drivers are present and all regularly scheduled bus routes and special trips are properly covered. The incumbent is expected to work independently in concert with the requirements and general procedures established by the Director of Transportation. This position is routinely designated to act in the absence of the Director of Transportation.

### **EXAMPLES OF DUTIES:**

Daily, ensures all regular bus routes and special trips are properly covered, notifies drivers of necessary route and/or assignment changes; *E*

Contacts and assigns substitute drivers as needed; *E*

Prepares bid sheets on regular, overload, field trip and other special assignments to determine which driver gets the assignment, based on seniority; *E*

Annually establishes daily bus schedules for the regular school year bus routes and summer school bus routes ; *E*

Maintains accurate records of drivers regular hours and a variety of other records related to the operation of the Transportation Department; *E*

Computes transportation mileage and hours for sporting events, charters, field and other special trips for billing purposes; *E*

Maintains updated lists of students serviced and records of parent and/or guardian information to ensure ability to contact as necessary; *E*

Handles daily departmental contacts and inquiries, and processes field trip, sports, and after school activities request forms.

Compiles and analyzes data, prepares reports, utilizing a PC (personal computer) with appropriate software and other office equipment; *E*

Operates District vehicles and school busses utilizing legal and safe defensive driving techniques as necessary and/or required; *E*

May open facilities.

*E denotes an essential function of the job.*

**SUPERVISION:**

General supervision is received from the Director of Transportation.

Daily is responsible for assigning and dispatching Bus Drivers to cover routes and assignments. Supervision is not exercised over other employees.

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

Provisions of the California Motor Vehicle, Education and other Codes and Administrative rules and regulations applicable to the transportation of pupils;

Defensive driving methods and techniques, appropriate safety precautions and procedures;

Standard record keeping and filing system procedures;

Basic understanding of word processing, spreadsheet, database, Internet and E-mail computer software applications;

Basic mathematics used in an office environment;

Correct English usage, spelling, grammar and punctuation;

Business office telephone techniques and etiquette;

**Ability to:**

Plan, organize and prioritize work of self and coordinate the work of others;

Read, understand, carry-out, and explain a variety of general and technical policies and materials;

Operate various office equipment including a PC (personal computer) and effectively utilize word processing, data base, Internet and E-mail software;

Keep records;

Understand, carry out and give oral and written instructions;

Establish and maintain effective working relationships;

Operate District motor vehicle equipment using legal and defensive driving methods.

**EDUCATION AND EXPERIENCE:**

Recent, successful experience as a school bus driver. Successful clerical office experience. Possession of these, and the other skills, abilities and knowledge listed above is considered attainment of an educational level sufficient to succeed in the position.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Frequently sits, stands, walks, climbs stairs, maintains balance, stoops, bends, kneels, and reaches over head; lift, carry, push, and pull up to 25 pounds, may move students weighing up to 50 pounds; uses both hands and legs simultaneously; repetitively twists and exerts pressure with wrists and hands; repetitively uses fingers on both hands; requires rapid mental/muscular coordination; communicates clearly and is able to understand normal voice conversation; uses a telephone and computer; has good depth perception and color vision; visual acuity sufficient to see small details and long distances in an outdoor environment; drives District vehicles and school busses; works inside and outside; works with loud noises and vibration; occasionally is exposed to fumes, gases, chemicals, odors, machinery with moving parts, and moving vehicles; frequently is exposed to minor, occasionally severe, contagious diseases; has direct contact with public, students, passengers and other district staff; may work without direct guidance from supervisor and occasionally in intense and/or negative interpersonal situations; works with high volume and tight deadlines.

**LICENSES REQUIRED:**

Possession of a valid and appropriate California Driver's License, successful completion of all examination components required of school bus drivers by the California Highway Patrol including a class B, P endorsement, valid and unrestricted School Bus Driver certificate, valid standard Red Cross First Aid Certificate, and valid Medical Examiners Certificate.

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