



OCEAN VIEW SCHOOL DISTRICT  
Personnel Commission



## TRANSPORTATION DISPATCHER

### JOB SUMMARY:

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; evaluates, resolves, and/or makes recommended solutions to incidents, and/or accidents; may act to facilitate operations in the absence of the Director.

### 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.

### REPRESENTATIVE DUTIES (*E denotes an essential function of the job.*):

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

Contact and assign substitute drivers as needed; *E*

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

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

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

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

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

Handle daily departmental contacts and inquiries, and process field trip, sports, and after school activities request forms.

Compile and analyze data, prepare reports, utilizing a PC (personal computer) with appropriate software and other office equipment; *E*

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

May open facilities.

**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;
- 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;
- Maintain records and filing systems;
- Understand, carry out and give oral and written instructions;
- Establish and maintain effective interpersonal relationships using tact, patience and courtesy;
- Operate District motor vehicle equipment using legal and defensive driving methods.

**EMPLOYMENT STANDARDS:**

**Education:**

- Requires a high school diploma or equivalent.

**Experience:**

- Two (2) years of recent successful work experience as a school bus driver.
- Some work experience in a position that demonstrates comprehension/familiarity with the concepts/principles of route formation and dispatching procedures and techniques.

**LICENSES REQUIRED:**

Possession of a valid California Class A or B Commercial driver license with Passenger "P" and unrestricted School Bus "S" endorsements;

Possession of a valid California Special Driver Certificate for school bus with no restrictions except numbers "1" (automatic transmission only) and "6" (first aid test waived); (These two restrictions are permissible and common. If first aid is waived then must maintain a valid first aid card through the American Red Cross)

Possession of valid Red Cross First Aid certification if first aid was waived at CHP;

Possession of a valid Medical Examiner's certificate;

Department of Motor Vehicle (DMV) driving record dated within the last 30 days of application or certification for interview.

All of the above licenses, certificates and endorsements must be maintained as a condition of continued employment.

**PHYSICAL DEMANDS, WORKING ENVIRONMENT, AND HAZARDS:**

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 buses; 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. Employment is contingent upon passing pre-employment drug testing (D.O.T). Passing random and periodic drug and alcohol testing as required by the Department of Transportation, is required as a condition of continued employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Last revised 9/5/02

Reviewed with no revisions 4/6/06

Job Description Review and Revisions Effective: 8/14/14