

## TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

**POSITION TITLE:** Driver Trainer/Dispatcher

**DEPARTMENT/DIVISION:** Transportation Department

### **POSITION SUMMARY:**

Under general supervision of the Director of Transportation, manages the work of transportation employees in the Director's absence; facilitates communication between bus drivers and the Director of Transportation; establishes and ensures the proper implementation of the District Bus Driver training and certification program by providing classroom training and behind-the-wheel instruction to the bus drivers. Assists in maintaining bus operator training records; safely operates a school bus transporting students to and from school and school-sponsored events. Provides input to Director of Transportation in evaluation of transportation employees; performs defined responsibilities of the Director of Transportation in his absence. This is a twelve month position.

### **ESSENTIAL FUNCTIONS:**

1. Operates school buses and District owned vehicles as necessary.
2. Confers with transportation employees regarding route problems.
3. Rides with transportation employees to check routes, student problem areas, and route schedules for the most efficient fleet operation.
4. Makes alternative transportation arrangements when necessary.
5. Assists the Director of Transportation in preparing computerized bus routes, route selection and routing techniques, assigns drivers, routes and buses; prepares schedules, maps and choice of appropriate bus stops.
6. Facilitates communication between transportation employees and the Director of Transportation by communicating job expectations, coaching and advising transportation employees, enforcing standards, policies and procedures, monitoring performance, scheduling and assigning personnel, establishing work priorities, monitoring progress, coordinating schedules, resolving problems, answering questions and responding to internal and external requests.
7. Confers with principals and parents regarding transportation complaints, bus routes, and school boundaries as necessary.
8. Dispatches transportation staff and vehicles as needed.
9. Provides classroom and behind-the-wheel instruction and training for new and continuing transportation employees as required.
10. Assists in planning and executing in-service and safety training seminars.
11. Evaluates safe driving practices of transportation employees in the field.
12. Schedules and conducts bus evacuation training sessions for students.
13. Assists in maintaining bus driving records, training records and notifies transportation employees of certification renewal dates.
14. Ensures proper safety checks and daily inspections are being conducted.
15. Reviews driver Time/Count sheets for accuracy.
16. Directs driver and/or supervises student conduct to ensure proper student behavior during transportation.
17. Schedules and assigns activity trips.
18. Observes and reports hazards or situations which may affect safety.

19. Performs a wide variety of word processing, data entry, filing and recordkeeping.
20. Responds to inquiries via telephone, in person, mail, e-mail and other electronic communication devices; answers questions regarding Transportation issues such as field trip requests, District vehicle requests, vehicle repair procedures and bus pass applications.
21. Processes reports/agreements/documents relating to Transportation.
22. Maintains files and filing systems, prepares confidential reports.
23. Operates standard office equipment and maintains records required by local, County, State and Federal agencies.
24. Maintains regular and prompt attendance in the workplace.
25. Performs other related duties as required.

### **EDUCATION AND EXPERIENCE:**

Ability to carry out oral and written directions. Ability to read, write and speak at a level sufficient to fulfill the duties to be performed for the position described. High school diploma or equivalent required. Must possess a valid Class B California Driver's License, Medical Examiner's Certificate, California Special Driver's Certificate. Must pass CHP first aid written test or possess a valid first aid card obtained from a provider approved by the Emergency Medical Services Authority. Must have five years of school bus driver experience. Must have the ability to obtain a valid Bus Driver Instructor Certificate issued by the Department of Education, and pass District pre-employment physical.

### **SKILLS AND QUALIFICATIONS:**

1. Maintains safe driving practices and be District-insurable.
2. Knowledge of District owned transportation equipment and proper usage of such equipment related to the transportation of both general and special education students.
3. Knowledge of all laws, rules and regulations pertaining to the transportation of students including provisions of the California Motor Vehicle Highway Patrol Passenger Transportation Safety Handbook (HPH 82.7) and all revisions thereof.
4. Knowledge of the Education Code applicable to the operation of vehicles transporting school students.
5. Knowledge of methods, practices and procedures used in required first aid and emergency conditions.
6. Knowledge of the geography of the District.
7. Ability to read and develop a variety of routes, schedules and maps and demonstrate defensive driving practices and techniques.
8. Demonstrates effective methods of student supervision and discipline.
9. Uses good judgement in recognizing and defining to others the scope of responsibilities of transportation employees within the department.
10. Ability to effectively train and manage the work of other transportation employees.
11. Ability to operate a variety of school buses and district vehicles safely and efficiently.
12. Ability to effectively supervise and discipline students on a school bus.
13. Ability to operate a two-way radio and dispatch appropriately.
14. Ability to develop and maintain cooperative working relationships with those contacted in the course of work.
15. Maintains driver training records.
16. Knowledge of office methods and procedures and effective customer service for inquiries via telephone, in person, and through electronic communications.

17. Knowledge of business letter and report writing techniques using general computer skills and word processing skills.
18. Knowledge of English usage, grammar, spelling, punctuation, vocabulary and arithmetic.
19. Knowledge of hazardous waste procedures, including district reporting requirements.
20. Ability to interpret and apply policies, laws, rules and regulations.
21. Ability to complete reports and documents within the required timeline, make mathematical calculations with accuracy, produce spreadsheets, and fulfill general communication needs of the department.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Reach above shoulder height, push/pull.
3. Lift and/or support up to 50 pounds for short periods of time.
4. Right/left foot movements as in operating foot controls for extended periods of time.
5. Enter data into a computer terminal, operate standard office equipment, and use a telephone, two-way radio, or other electronic communication device for extended periods of time.
6. See and read a computer screen and printed material with or without vision aids.
7. Speak so that others may understand at normal levels and on the telephone or two-way radio with or without hearing aids.
8. Hear and understand at normal levels and on the telephone or two-way radio with or without hearing aids.
9. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
10. Bend, squat, stoop and/or climb for extended periods of time.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors in a standard office environment, and outside under various temperatures and conditions. Employees will also be required to work on uneven ground. Employees may be exposed to dust, fumes, gases and smoke. As required, must wear protective devices such as gloves and dust mask. Employees will be exposed to vibrations.

**SALARY:** Range 48

Adopted: HS Board 11/24/92

Revised: TUSD 12/14/99

Revised: TUSD 9/8/15