

## TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

**POSITION TITLE:** Driver /Dispatcher

**DEPARTMENT/DIVISION:** Transportation Department

### **POSITION SUMMARY:**

Under general supervision of the Director of Maintenance, Operations, and Transportation, and/or Department Administration, oversees the daily bus route assignments to ensure adequate coverage of bus routes and field trips. Assists in maintaining bus operator records and safely operates a school bus transporting students to and from school and school-sponsored events. This is a twelve month position with a flexible schedule.

### **ESSENTIAL FUNCTIONS:**

1. Dispatches bus drivers.
2. Performs a wide variety of clerical work including word processing, data entry, filing and maintaining Transportation records.
3. Responds to inquiries via telephone, mail, email, in person and through other formats, and answers questions regarding Transportation issues such as field trip requests, District vehicle requests, vehicle repair procedures and bus pass applications.
4. Operates standard office equipment and maintains records required by local, County, State and Federal agencies.
5. Contacts parents and/or school sites regarding student discipline issues.
6. Maintains records for bus passes including applications and monies due to District.
7. Types and prepares letters, reports, memoranda, bulletins or other material from oral direction, rough draft, or notes.
8. May receive, sort and distribute mail.
9. Facilitates communication between bus drivers in the absence of the Director and the Driver Trainer/Dispatcher using electronic communication devices.
10. Confers with bus drivers regarding route issues.
11. Rides on school buses and District vehicles to check routes and route schedules for the most efficient fleet operation.
12. Makes alternative transportation arrangements when a District vehicle breaks down.
13. Assists in preparing computerized bus routes and assigning drivers to routes and buses; prepares route schedules, maps and location of appropriate bus stops.
14. Confers with principals and parents regarding transportation concerns, bus routes, school boundaries and complaints as necessary.
15. Drives all District owned vehicles, visually verify passengers are properly secured using appropriate safety equipment, and reviews driver Time/Count sheets.
16. Assists in maintaining Transportation Department records.
17. Drives and operates a school bus and District owned vehicles as necessary.
18. Drives a school bus and District owned vehicles over designated routes in accordance with time schedules.
19. Maintains regular and prompt attendance in the workplace.
20. 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. Must possess a valid Class B California Driver's License, Medical Examiner's Certificate, California Special Driver's Certificate and First Aid Card. High School diploma or equivalency preferred.

## **SKILLS AND QUALIFICATIONS:**

1. 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.
2. Knowledge of the Education Code applicable to the operation of vehicles transporting school students.
3. Knowledge of methods, practices and procedures used in first aid and emergency conditions.
4. Knowledge of the geography and boundaries of the District.
5. Ability to read and develop a variety of bus routes, schedules, reports and maps.
6. Demonstrates effective methods of student supervision and discipline.
7. Ability to coordinate the work of others within the Department in situations that involve responsibilities and assignments of drivers.
8. Ability to operate a variety of District vehicles safely and efficiently.
9. Ability to effectively supervise students and apply District discipline policies to students on a school bus.
10. Ability to operate a variety of electronic communication devices and dispatch appropriately.
11. Ability to develop and maintain cooperative working relationships with those contacted in the course of work.

## **PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Stand, walk, bend, squat, stoop and/or climb for extended periods of time.
3. Right and left foot movements such as operating foot controls for extended periods of time.
4. Reach above shoulder level for extended periods of time.
5. Push/pull up to 50 lbs. for extended periods of time
6. Lift and/or support up to 50 lbs. for extended periods of time.
7. Lift and carry up to 50 lbs. at waist height for short periods of time.
8. Repetitive foot and/or hand/arm movements (grasp/pinch, etc.) for extended periods of time.
9. Speak so that others may understand at normal levels and on the telephone.
10. Hear and understand at normal levels and on the telephone with or without hearing aids.

## **WORK ENVIRONMENT:**

Employees in this position will be required to work indoors and outside under various temperatures and weather 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:** 38

Board Approved: 1/14/14

Revised: 9/10/19