

## **JOB TITLE: BUS DRIVER DISPATCHER**

### **DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

To coordinate assignments of drivers and buses to scheduled runs and special trips. Employees in this classification receive general supervision from the Transportation Department Manager and within a broad framework of standard policies and procedures. Employees in this classification may assign and coordinate the work of others. This job class has the responsibility for ensuring that timely and efficiently run schedules are maintained. This job class requires a high degree of technical skills, organizational skills, and interpersonal communication skills.

### **TYPICAL DUTIES**

- May be periodically assigned to drive a school bus
- Schedules transportation of regular and special education pupils
- Plans bus routes and coordinates assignment of drivers
- Coordinates, schedules, assigns field trips and other special runs, invoicing as necessary
- Maintains any manual and/or computerized bus routing software systems utilized by the department
- Monitors and makes adjustments to schedules and work assignments as required
- Calls in and assigns substitute and relief drivers; drives bus routes when necessary
- Communicates with drivers via two-way radio; responds to emergency needs
- Complies with Federal, State, and municipal laws and district policies related to bus operations
- Maintains records necessary for and related to assigned job duties including tracking mileage, student count, fuel economy, etc.
- Complies with provisions of agreements negotiated with employee organizations
- Answers telephone/personal inquiries and comments; responding to complaints, schedule changes, student additions/deletions, etc., and refers to appropriate personnel as necessary
- Receives complaints and initiates action to resolve the problem
- Prepares written communication
- Performs other related duties as required

### **MINIMUM QUALIFICATIONS**

- Possession of a valid California Commercial Driver's License, Class B or better with a passenger endorsement
- Possession of a California Special Driver Certificate for School Bus
- Possession of a safe driving record
- Knowledge of the California State Motor Vehicle Code, the California State Education Code, and related policies relative to the operation of vehicles in transporting students
- Knowledge of proper record keeping and reporting functions

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## MINIMUM QUALIFICATIONS (cont'd)

- Knowledge of or skill to learn City/County/State streets and highways, landmarks and school locations, particularly the primary geographic area the district serves
- Skill to operate a two-way radio effectively
- Skill to operate office equipment, such as computer, typewriter, and calculator, etc.
- Skill to operate general business and transportation related computer programs
- Skill to understand and follow directions in an independent manner
- Skill to plan, schedule, organize, and coordinate the work of others
- Skill to route and schedule regular and special bus runs in a timely and efficient manner
- Skill to maintain records and prepare reports
- Skill to communicate effectively in both oral and written forms
- Ability to meet the physical requirements necessary to safely and effectively perform the required duties
- Skill to establish and maintain effective work relationships with those contacted in the performance of required duties

## WORKING CONDITIONS:

### Environment:

Office and outdoor environment; driving school buses transporting children upon various roadways, in heavy traffic and ever changing weather conditions.

Incumbent is subjected to noise, inclement weather and exhaust and gas fumes, when driving school bus. High pressure office environment requiring the ability to multitask. Indoor and outdoor work environment. School bus environment; driving in various road and weather conditions; noise.

### Physical Abilities:

Carry, push and pull heavy objects, walking, bending, stooping, sitting for extended periods of time walking and stepping up/down, and standing for extended periods of time; Lift/assist students out of a school bus in emergency conditions; reaching overhead and above shoulders, hearing and speaking to exchange information.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not exhaustive of the list of duties performed for this position. Additional related duties are performed by the individual currently holding this position and additional duties may be assigned.

Board Approved March 2004  
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