

Oak Grove School District

JOB TITLE: **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

- 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

DISPATCHER

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