

BUENA PARK SCHOOL DISTRICT

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DISPATCHER/TRAINER (Management)

DEFINITION:

Under the general supervision of the Director of Transportation, to independently plan, coordinate and organize a bus driver training program; to review and evaluate bus driver operational proficiency to ensure that a high standard of performance is maintained; to drive a bus on assigned routes; and to do other related work as required.

EXAMPLES OF DUTIES:

Plan, develop and conduct school bus driver certificate renewal training programs; conduct safe driving and safe working methods and procedures training programs as required; assist in the planning, development and implementation of student transportation operational procedures to ensure that safe driving practices are adhered to in accordance with District and State transportation policies, rules and regulations; counsel and assist new drivers concerning student behavior management problems and situations; drive a bus over a designated route in accordance with time schedules; ride with bus drivers and evaluate new bus stops or changes in routes, and report observations of overhanging branches, view obstructions and road hazards to appropriate agencies; recommend the assignment of bus drivers in order to effectively and efficiently maximize the utilization of equipment and personnel; perform dispatching functions and activities, which involve student transportation records and files; assist in the preparation of various management reports pertaining to student transportation, which may include cost analyses and operational projections; develop, compile and maintain a variety of state-mandated bus driver records, including license and certificate expirations, medical expirations and advance training hours required for the renewal of the bus driver certificate; answer telephone calls for the Department of Transportation in a professional manner; assist the Director of Transportation in completing driver time cards; and other related work as required.

QUALIFICATIONS:

Knowledge of:

Principles, methods, techniques and strategies for the training of school bus drivers; provisions of the California Motor Vehicle Code, Title 13, and the Education Code applicable to the operation of vehicles in the transportation of students and in the training of school bus drivers; methods, procedures and techniques related to pupil transportation operation; safe driving practices and methods; safety and maintenance requirements of school bus and other pupil transportation equipment.

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Ability to:

Perform essential functions of the job with or without reasonable accommodation; plan, develop and implement bus driver training and safety programs; assist in the planning and organization of effective and efficient bus routes and schedules; maintain accurate records and prepare complete and comprehensive reports; pass a Department of Transportation medical evaluation; drive a school bus and other transportation equipment safely and efficiently; maintain appropriate student behavior on a school bus or other transportation equipment; perform appropriately in situations requiring tact and diplomacy; communicate effectively in oral and written form; understand and carry out oral and written directions; establish and maintain effective working relationships with those contacted in the course of work; relate effectively with racially and ethnically diverse staff, students and community; and use computer/keyboarding skills for generation of reports, schedules and memorandums.

EDUCATION AND EXPERIENCE

Education:

Equivalent to the completion of the twelfth grade, plus a completed California Highway Patrol School Bus Driver course, with no restrictions.

Experience:

Five years of experience in the operation of a school bus, including one year involved with a school bus driver training program.

REQUIRED LICENSES AND/OR CERTIFICATES

Possession of a valid California Class A or B Commercial Driver License with a passenger endorsement; an acceptable driving record; possession of a California Special School Bus Driver Certificate issued by the California Highway Patrol. Possession of a School Bus Driver Instructor Certificate. Possession of a basic Red Cross First Aid Certificate or equivalent.

CONDITION OF EMPLOYMENT:

Insurability by District's liability insurance carrier.

September 5, 2000