



LOMPEC UNIFIED SCHOOL DISTRICT

TRANSPORTATION INSTRUCTOR/DISPATCHER

JOB SUMMARY:

Under the direction of the Manager of Transportation Services, provide classroom and behind the wheel training; ensure compliance of school bus regulations and safety procedures; evaluate bus drivers' knowledge and skills; maintain required documentation for audit in compliance with State Certification; analyze routes for efficiency; operate a two-way radio to dispatch drivers; schedule, assign and dispatch bus drivers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform a variety of dispatching and clerical duties in support of student transportation functions; coordinate flow of communications between personnel to ensure proper and timely transportation of students; dispatch drivers according to student transportation needs.
- Utilize a telephone and two-way radio to receive routing and transportation requests and information; provide assistance to bus drivers with directions and routing, scheduling and equipment issues and information related to students.
- Assist in developing bus routes and assigning, scheduling and dispatching drivers; ensure students are transported safely and efficiently; analyze routes for efficiency; recommend and implement changes as needed.
- Conduct classroom and behind-the-wheel bus driver training; present, reinforce and develop bus driver skills including California State Department of Education Core Units.
- Evaluate performance of bus drivers and applicants; ensure that basic skill levels are met and are in compliance with state certification requirements.
- Inform bus drivers and applicants including rules, regulations, laws, procedures; provide information for follow-up action and proper procedures.
- Maintain manual and electronic documents, files and records such as driver's licenses, physicals, CPR/First Aid; ensure compliance with all state, federal and administrative requirements.
- Monitor and operate District radio communications; report safety hazards; advise drivers in handling emergency situations.
- Open and close the dispatch office each operation day; provide dispatch functions for the transportation department during regular operating hours.
- Prepare and process documents and materials; communicate information to bus drivers, other district personnel, and state officials.
- Process documents and materials such as student conduct report, citations, referrals and incident reports; disseminate information to appropriate parties.
- Review school bell times, traffic patterns and bus stop locations; ensure and improve the operation and efficiency of the transportation department.
- Schedule training and testing of bus drivers; ensure compliance with all mandated requirements and regulations; drive a vehicle to conduct work; drive a vehicle to conduct work.

OTHER DUTIES:

- Attend safety meetings and training relating to State and District requirements.
- Drive school bus vehicles when needed for ensuring adequate driver coverage.
- Perform other related duties as assigned.

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REQUIRED QUALIFICATIONS:

Education and Experience:

Any combination equivalent to: graduation from high school supplemented by training or course work pertaining to school bus driver training; five years of experience as a school bus driver; successful work experience as a transportation dispatcher.

Licenses and other Requirements

- Valid California Class “B” Driver’s License with “P” and “S” endorsement.
- California School Bus Driver Certificate.
- California School Bus Driver Instructor Certificate.
- CPR Certification.

Knowledge of:

- Modern office practices, procedures and equipment.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Operation of a computer and assigned software.
- Record-keeping and filing preparation techniques.
- Telephone techniques and etiquette.
- Safe driving practices and methods.
- Provisions of the motor vehicle code and education code applicable to operating vehicles
- CPR and first aid
- Conducting driving practices and methods.

Ability to:

- Perform a variety of dispatching and clerical duties in support of student transportation functions.
- Utilize a telephone and two-way radio to receive transportation requests and information and provide assistance to bus drivers.
- Learn local geography, street locations, important buildings and landmarks of the area.
- Learn policies and objectives of assigned programs and activities.
- Type or input data at an acceptable rate of speed.
- Assist bus drivers with directions and routing, scheduling and equipment issues and information.
- Maintain records and files.
- Understand and follow oral and written instructions.
- Communicate effectively both orally and in writing.
- Operate heavy and light duty vehicles.
- React appropriately in emergencies.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and timelines.

WORKING CONDITIONS:

Work Environment:

- Indoor/Outdoor environment.
- Constant interruptions.

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Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information in person and on the telephone.
- Seeing to read a variety of materials.
- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting for extended periods of time.
- Bending at the waist, kneeling or crouching to file materials.
- Generally, the job requires 60% sitting, 20% walking, and 20% standing.

Hazards:

- Potential for contact with blood, other body fluids and communicable diseases.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

FLSA Status: Non-Exempt

Approval Date: February 14, 2023

Personnel Commission First Reading: November 17, 2022

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Salary Range: 39