

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: TRANSPORTATION DISPATCHER/SCHEDULER

BASIC FUNCTION:

Under the direction of the Transportation Supervisor, prepares bus routes, the revision of bus routes, bus driver scheduling and schedules yearly bus evacuation programs. The Transportation dispatcher/scheduler is responsible for carrying out and explaining the School District's policies, methods and procedures relative to the development and monitoring of school bus schedules; making regular contact with the personnel of various school departments, bus contractor and drivers, and parents; and assisting in the compilation of reports and records. May drive a school bus route.

ESSENTIAL DUTIES:

Schedule bus drivers and vehicles in order to assure an effective and efficient utilization of drivers and vehicles; set up routes and schedules in accordance with established guidelines; review routes and schedules to accommodate changes; update route sheets.

Operate a two-way radio to dispatch drivers and vehicles in accordance with established schedules and to fulfill Special transportation requests; communicate with drivers regarding schedule or route changes.

Plans bus evacuation programs, in accordance with California Highway Patrol requirements.

Utilizing computer based software, develops all school bus routes and schedules for the School District.

Monitors daily home-to-school routes and schedules for efficient, on time, safe performance. Provide reports as needed.

Assign, delete or change student transportation services as determined by special education or regular school programs in accordance with district policies and regulations

Keep accurate, current records of all routes and make changes as necessary and appropriate.

Communicate with department employees; receive requests, questions, concerns and suggestions; provide routine information and assistance and/or forward to appropriate personnel.

Assists the Transportation Supervisor in the auditing of home-to-school transportation if necessary.

Assists the Transportation Supervisor in coordinating transportation for special field trips and athletics.

Maintain current knowledge of California laws and regulations relating to pupil transportation.

Handle a heavy volume of phone calls from the general public in relation to the following: receive complaints from parents and schools regarding bus service and respond to them in a professional manner, follow up on complaints by assisting the Transportation Supervisor in investigating these complaints.

Prepares and maintains records and reports regarding mileage, student counts. Compiles weekly and monthly bus driver reports for accounting.

Prepares bus routes, the revision of bus routes, bus driver scheduling, and other related matters.

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Drives a school bus along a designated route, if needed.

Supervises school bus drivers and student transportation assistants in the absence of the Transportation Supervisor.

OTHER REPRESENTATIVE DUTIES:

Performs other related duties, as required or assigned.

ORGANIZATIONAL RELATIONSHIPS:

Supervision: (1) Reports too, receives direction from and is evaluated by the Transportation Supervisor. (2) Supervises School Bus Drivers and Student Transportation Assistants in the absence of the Transportation Supervisor.

Internal Contacts: Executive Director Facilities Planning & MOT; Transportation Supervisor; Lead Mechanic; School Bus Drivers and Student Transportation Assistants; school principals and other school site personnel; accounting department and other district office personnel and students.

External Contacts: California Highway Patrol personnel; appropriate staff members of the Orange County Department of Education; representatives of other school district transportation systems; and parents of bus-riding students.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE OF:

Principles of efficient bus routing, dispatching, and scheduling.

Computer utilization including scheduling software.

Modern office practices, procedures and equipment.

Ability to stay current with technology.

Record keeping and report preparation techniques.

Applicable sections of California Education Code (CEC), California Code of Regulations (CCR) and the California Highway Patrol Manual (CHP 82.7) District, State and Federal rules and regulations related to the transportation of school pupils.

Customer service in dealing courteously, tactfully and effectively with the general public.

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English, grammar, spelling, punctuation and math.

Safe and defensive driving practices

Proper operation of school buses of all sizes. Applicable traffic and student transportation laws, codes and regulations.

Operations and functions of school transportation services.

Proper procedures for establishing bus routes and time schedules in transporting schoolchildren in a safe, efficient manner.

Appropriate transportation record-keeping procedures and techniques.

Principles and practices for providing training and instruction in the proper operation of school buses, including appropriate laws, safety precautions and procedures.

District policies and procedures relative to student discipline.

Basic First-aid procedures.

Interpersonal skills; using tact, patience and courtesy.

ABILITY TO:

Plan, schedule and coordinate a safe and efficiently run student transportation system.

Assign bus drivers to designated routes and assist Transportation Supervisor in assigning field trips

Plan and coordinate bus routes and schedules.

Maintain appropriate records and prepare reports.

Communicate effectively, both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Operate a two-way radio system, as well as other office equipment, including a computer and applicable software programs.

Drive school buses in various sizes safely and efficiently; observing all traffic laws, as well as safe and defensive driving practices.

Meet scheduled timelines.

Read and interpret street and highway maps.

Administer first aid to ill or injured students.

Maintain a school bus in a clean and proper working condition.

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EDUCATION AND EXPERIENCE:

Any combination equivalent to: A high school diploma or general education degree (GED). At least three years of increasingly responsible experience in school transportation service, specifically in scheduling, bus driving or related experience required. Experience with computerized transportation scheduling software is highly desired.

LICENSES AND OTHER REQUIREMENTS:

The possession and maintenance of a valid California Motor Vehicle License of the Class B type including air brakes and passenger certificate, a valid California School Bus Driver's Certificate and a safe driving record.

Possession of a current Red Cross First-Aid Certificate or evidence of having passed the California Highway Patrol First-Aid examination.

This position is subject to random drug tests.

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.

Hearing and speaking to exchange information in person and on the telephone.

While performing the duties of this job, the employee is regularly required to stand and walk; use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk, stoop, kneel, and crouch. The employee must regularly lift and/or move objects weighing up to 25 pounds, and occasionally lift and/or move objects weighing more than 50 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

Office environment with frequent interruptions in a fast-paced setting.

Ability to handle frequent changes and priorities.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, fumes or airborne particles, outside weather conditions and vibration. The employee is occasionally exposed to extreme heat. The noise level in the work environment is usually loud.

PREPARED BY:	<u>Classified Personnel Department</u>	DATE:	6/98
APPROVED BY:	<u>Board of Trustees</u>	DATE:	6/20/85
APPROVED BY:	<u>Personnel Commission</u>	DATE:	7/98
REVISED BY:	<u>Personnel Commission</u>	DATE:	7/98

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DATE: 10/18/05

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DATE: 02/27/2018