OROVILLE UNION HIGH SCHOOL DISTRICT
JOB DESCRIPTION

JOB TITLE: DISPATCHER

SALARY LEVEL:	20	DIVISION:	Classified
DEPARTMENT:	Transportation	LOCATION:	Garage
REPORTS TO:	Transportation Supervisor		
APPROVED BY:	Board of Trustees	DATE:	November 20, 2002

SUMMARY: Under general supervision of the Transportation Supervisor, this classification performs highly responsible and complex secretarial duties, relieving the supervisor of a variety of administrative and clerical details and performs related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Plans bus routes and schedules for the high school and elementary district which includes three (3) high schools, one (1) junior high and six (6) elementary schools utilizing a computerized bus scheduling system. Field trip scheduling of athletic and other trips as requested by certificated staff which includes arranging for drivers per the established extra trip guidelines.

Prepares and insures the timely completion of reports, records, documents or forms as required by state or district reporting needs.

Engages in or supervises most of the clerical and administrative duties of the office which includes interviewing visitors, answering telephone calls, interpreting policies, rules and California bus regulations for the general public, students and employees. Schedules meetings or appointments for the Transportation Supervisor.

Independently prepares relies and follows up on routine correspondence, handles pretty cash, postage and other office activity. Types or processes requisitions, purchase orders and other materials; verifies deliveries; issues and keeps inventories of supplies and equipment, and prepares budget forms.

Reschedules routes if drivers call in sick or do not report to work. Calls in employees as needed. Operates the department dispatch by answering radio calls from bus drivers.

Special Education Transportation

May occasionally act as a bus driver or pick up students who have missed buses.

Remains on call twenty-four hours a day, seven days a week with a cell phone number available to all employees.

Performs other related work as required and assigned.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential 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.

EDUCATION AND/OR EXPERIENCE: High school diploma or general education degree (GED); three (3) years of related experience and or training in general office work; or equivalent combination of education and experience. Knowledge of radio communications is desired.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating laws pertaining to school bus driving, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students and individually to parents and other staff members.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to interpret bar graphs.

REASONING ABILITY: Ability to deal with problems involving a few known variables in routine situations. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule from.

CERTIFICATES AND LICENSES:
California Commercial Driver's License – Class B with a special School Bus Certificate (which includes a Current Medical Certificate)
California Department of Motor Vehicles printout of the employee's driving record required
Typing Certificate – 35 W.P.M. net
Computer Skills in Word Perfect or Micro-Soft Office or equivalent

OTHER SKILLS AND ABILITIES: Ability to work on a variety of tasks simultaneously with frequent interruption. Ability to interact with staff and others in an open, friendly business-like manner. Ability to utilize a computer for a wide variety of applications. Ability to follow complex instructions with minimal supervision. Ability to work independently. Ability to follow regulations pertaining to the safe operation of buses and school district equipment.

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.

While performing the duties of this job, the employee is regularly required to use hands to manipulate or feel objects, tools, or controls and reach with hands and arms. The employee frequently is required to sit, stand, walk, stoop, kneel, and crouch. The employee frequently listens, hears, and talks.

The employee must occasionally lift and / or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to heavy and it may regularly be loud. Due to the busy nature of a school bus garage, the employee must be able to routinely work well under pressure and remain calm and tactful with students, parents, community members and staff members.