

DINUBA UNIFIED SCHOOL DISTRICT

CLASS TITLE: TRANSPORTATION DISPATCHER

BASIC FUNCTION:

Under the direction of the Transportation-Director, perform a variety of dispatching and clerical duties in support of student transportation functions; assist with coordinating District field trip transportation; assist with maintaining records related to transportation planning and related duties.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of dispatching and routine clerical duties in support of student transportation functions; work with bus drivers to schedule route coverage or trip requests.

Compile information and maintain a variety of records related to mileage, field trips and assigned activities; post mileage information and generate invoices for billing according to established procedures; establish and maintain filing systems.

Assist with coordinating District field trip transportation; post District field trip information for weekly assignments as assigned; generate field trip packets as assigned.

Prepare maps and directions for drivers according to established procedures.

Work with athletic directors to coordinate transportation for athletic activities.

Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns; communicate information and schedules to drivers.

Utilize a telephone and two-way radio to receive routing and transportation requests and information and provide assistance to bus drivers.

Operate a variety of office equipment including a copier, fax, two-way radio, computer and assigned software.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

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.

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.

Assist bus drivers with directions and routing, scheduling and related information.

Maintain records and files.

Understand and follow oral and written instructions.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned software.

Meet schedules and time lines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and some general clerical experience.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor environment.

Constant interruptions.

PHYSICAL DEMANDS:

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.

Employee _____ Date _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.