

DINUBA UNIFIED SCHOOL DISTRICT

CLASS TITLE: TRANSPORTATION DISPATCHER

BASIC FUNCTION:

Under the direction of the Transportation Director, perform a variety of dispatching, routing, and clerical duties in support of student transportation operations; assist with coordinating District field trip transportation; assist in developing and maintaining bus routes and schedules; assist with maintaining records related to transportation operations; perform related duties as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of dispatching, routing, scheduling, and routine clerical duties in support of student transportation operations; work with staff to schedule route coverage and trip requests.

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

Develop and recommend bus routes and schedules considering traffic conditions, pupil loads and other pertinent factors to obtain maximum utilization of equipment and staff.

Arrange District field trip transportation, including scheduling of Charter buses; 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 cooperatively with athletic directors and site staff to coordinate transportation for athletic, band, educational and professional development activities.

Communicate with personnel and various outside agencies to exchange information; assist in resolving transportation related/non-personnel issues or concerns; communicate information and schedules to drivers and repair shop staff.

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

In urgent and emergency situations regarding student discipline, mechanical breakdowns, lockdowns, accidents, traffic hazards and other operational issues, inform appropriate District personnel and law enforcement officials of matters requiring their attention.

Receive and respond to routine phone calls from parents, staff and outside agencies or individuals regarding pupil transportation operations. Refer calls to appropriate transportation personnel as needed.

Transportation Dispatcher - Continued

In the absence or shortage of staff, drive or fuel a bus or white fleet vehicle, cover routes or trips as needed or in the case of an emergency.

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

Provide routine first aid/CPR to injured students or staff according to established procedures; notify parents, school, or director of ill or injured students as needed.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, practices, and methods to ensure the safe transportation of school pupils.

Methods used for scheduling, routing, and dispatching pupil transportation fleet services. 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.

District policies and procedures, and Federal, State, and local laws, rules, and regulations.

ABILITY TO:

Perform a variety of dispatching, routing, and clerical duties in support of student transportation operations.

Assist with and plan safe and efficient bus routes and schedules.

Utilize a telephone and two-way radio to communicate 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 and staff with directions and routing, scheduling, and related information.

Maintain clear and accurate records and files.

Understand and follow oral and written instructions.

Communicate effectively both orally and in writing.

Exercise good judgment.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned software.

Meet schedules and timelines.

Operate a school bus and other transportation equipment safely, efficiently, and effectively.

Transportation Dispatcher - Continued

EDUCATION AND EXPERIENCE:

High School diploma or equivalent.
General clerical experience.
One year of experience in scheduling and dispatching routes and activity trips preferred.
Bilingual desired (Spanish).

LICENSES AND OTHER REQUIREMENTS:

Maintain required licenses and certifications as required for school bus drivers, including a California Class B commercial driver's license with school bus and passenger endorsements, California Special Driver Certificate, Valid First Aid and CPR certification and US DOT FMCSA Medical Examiner's Certificate.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor environment; constant interruptions.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person, on a two-way radio and on the telephone.
Seeing to read a variety of materials; and safely operate vehicles.
Dexterity of hands and fingers to operate a computer keyboard and various office equipment; clearly write to complete required forms and reports; and safely operate vehicles.
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.

Board Approved: October 24, 2023