



## SAN MATEO UNION HIGH SCHOOL DISTRICT CLASSIFIED JOB DESCRIPTION

**JOB TITLE:** SCHOOL BUS DISPATCHER

**REPORTS TO:** Transportation Officer

**SITE:** District Office

**CLASSIFICATION:** Classified Bargaining Unit

**WORK YEAR:** 12 Month

**SALARY:** Range 146 – Classified Salary Schedule

**APPROVED BY THE BOARD OF TRUSTEES:** November 14, 2013

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### **SUMMARY:**

Under general supervision, schedule and arrange bus transportation for athletics, field trips and other school events; check in bus drivers and assign vehicles according to transportation requirements; participate in planning bus schedules and routes; and perform related duties as assigned.

### **CLASS CHARACTERISTICS:**

Positions in this class require knowledge of a comprehensive body of rules and regulations to perform a wide range of interrelated procedural tasks and to resolve recurring problems. Employee's work under minimal supervision, and having developed expertise in the line of work, are responsible for planning and carrying out daily work assignments independently. Employees have personal contact with both district employees and employees of other school districts to provide information and to exchange information necessary to resolve transportation service problems. The scope and variation of circumstances that arise which require taking alternative actions and problem solving distinguish the School Bus Dispatcher from Special Education Bus Dispatcher.

### **ESSENTIAL FUNCTIONS:**

- Schedule Type I school buses for athletic and other school events; Maintain database of bus assignments and make required changes due to trip cancellations, time changes and other circumstances; type and distribute transportation dispatch notices and destination maps.
- Dispatch school buses for the timely and efficient transportation of special education students; assign buses and drivers; prepare and modify master schedules of Type II buses.
- Receive, transmit and monitor radio communications among bus drivers and report emergency situations; make bus schedule and routing changes as situations including driver absences and roadside breakdowns occur.
- Coordinate the scheduling of vehicle servicing with the Maintenance Department to ensure all buses assigned have been properly serviced and safety checked.
- Respond to calls from school administrators, parents and other clients to inform and resolve problems concerning transportation services.
- Maintain records and logs of transportation services.
- Coordinate transportation schedules with school districts that are contracting for bus services.
- May drive a school bus or other district vehicle.

**EMPLOYMENT STANDARDS:**

Candidates must be able to perform essential duties 1-8 above with or without accommodation.

**QUALIFICATIONS:**

**Education:**

- High School Diploma or equivalent.

**Experience:**

- Four (4) years of experience working in a transportation department.

**KNOWLEDGE OF:**

- Organization and general requirements of a transportation office including bus scheduling, and routing.
- Provisions of the California Vehicle Code and the Education Code applicable to the operation of school buses and vans that transport regular education and special education students.
- Automated and manual record keeping methods, techniques, and systems.
- General office methods, practices and procedures.

**ABILITY TO:**

- Plan and organize transportation dispatch activities and functions.
- Operate a two-way radio and peripheral communications equipment.
- Read road and street maps.
- Analyze situations and develop appropriate courses of action.
- Communicate effectively orally and in writing.
- Deal with high stress situations in a calm and tactful manner.
- Establish and maintain effective work relationships with those contacted in the performance of work.

**PHYSICAL DEMANDS/WORKING CONDITIONS WITH OR WITHOUT REASONABLE ACCOMMODATIONS**

- Ability to sit for long periods of time.
- Ability to multitask in a busy environment
- Ability to tolerate noise level in the working environment.
- Ability to work in a fast paced environment
- Ability to operate a computer keyboard and calculator.
- Ability to read fine print and road maps.

**OTHER REQUIREMENTS:**

- Must successfully pass the District's pre-employment Department of Justice fingerprint clearance.
- Must successfully pass the District's pre-employment tuberculosis testing.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

**SMUHSD Equity Vision**

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

### **Equal Opportunity Employer Statement**

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

### **DISASTER SERVICE WORKERS:**

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.