

Redlands Unified School District

DISPATCHER/SCHEDULER

DEFINITION

Under general supervision of the Transportation Manager, assist in planning school bus routes and schedules; schedule and assign bus drivers to designated routes and to athletic/field/other trips; monitor school bus operations via two-way radio contact; may operate a school bus to transport pupils as needed; complete and maintain a variety of records related to transportation; and do other related work as required.

ESSENTIAL FUNCTIONS

Counsel and assist new drivers concerning student behavior management problems and situations; may drive a bus over a designated route in accordance with time schedules; ride with bus drivers and evaluate new bus stops or changes in routes, and report observations of overhanging branches, view obstructions and road hazards to appropriate agencies; recommend the assignment of drivers in order to effectively and efficiently maximize the utilization of equipment and personnel; perform dispatching functions and activities which involve student pick-up assignments, route alterations and updating, and revising student transportation records and files; prepare or assist in the preparation of various management reports pertaining to student transportation, which may include cost analyses projections.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Provisions of the California Motor Vehicle Code, Title 13, and the Education Code applicable to the operation of vehicles in the transportation of students and in the training of school bus drivers;
Methods, procedures, and techniques related to a large pupil transportation operation;
Safe driving practices and methods;
Knowledge of Computer Programs.

Ability to:

Assist in the planning and organization of effective and efficient bus routes and schedules;
Maintain accurate records and be able to prepare, complete and post comprehensive reports;
Communicate effectively in oral and written form;
Understand and carry out oral and written directions;
Establish and maintain effective working relationships with those contacted in the course of work;
Relate effectively with racially and ethnically diverse staff, students, and community.

EDUCATION AND EXPERIENCE

Education:

Equivalent to the completion of the twelfth grade.

Experience:

Three years of experience in the operation of a school bus.

REQUIRED LICENSES AND/OR CERTIFICATES

Possession of a valid California Driver's License (Class B); and an acceptable driving record. Possession of a California Special School Bus Driver's Certificate issued by the California Highway Patrol. Possession of a basic Red Cross First Aid Certificate or equivalent.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Medium work – lifting, carrying, or pulling objects up to 35 pounds. Physical dexterity in limbs and digits necessary to operate a motor vehicle.

Working Conditions:

Operate a passenger bus for prolonged periods of time requiring constant attention to traffic and road conditions while maintaining appropriate student passenger behavior. A physical examination may be required prior to employment to this class and every two years thereafter.

Pre-placement Physical: Class I

10/01