

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: TRANSPORTATION DISPATCHER

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of duties related to student transportation including home to school, regular, special education, field trips and special events routes; assign drivers to routes according to established procedures; update and maintain route information as needed; drive a school bus as needed.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of duties related to student transportation including home to school, regular, special education, field trips and special events routes; update and maintain route information as needed.

Assign drivers to routes according to established procedures; call substitute drivers as necessary; assure proper coverage for daily transportation needs.

Plan special needs and bus routes according to established procedures; update and prepare maps and directions to destination.

Provide bus driver coverage and drive a school bus as needed over designated routes in accordance with specified time schedules and in accordance with regulations and laws related to pupil transportation; transport students to and from school, special events and field trips as necessary.

Perform a variety of clerical duties in support of transportation functions; maintain related records and reports as assigned; assist department employees and provide information related to payroll discrepancies, time-off requests and others as assigned; verify timecards and hours for drivers as assigned.

Operate a variety of office equipment including a copy machine, fax, telephone, computer and assigned software; perform research utilizing map information as needed; operate a school bus as needed; operate two-way radio base station.

Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns; communicate with department employees, dispatch assigned personnel to needed locations and respond to routine requests or emergency situations.

Assist with driver training activities as assigned by the position.

Attend meetings as required.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Operation of a two-way radio and standard office equipment.
- Applicable laws, codes, rules and regulations related to buses, regular and special education pupil transportation and assigned activities.
- District organization, operations, policies, procedures and objectives.
- Interpersonal skills using tact, patience and courtesy.
- Record-keeping techniques.
- Policies and objectives of assigned program and activities.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Safety rules, regulations and safe driving practices.
- Modern office practices, procedures and equipment.
- Telephone techniques and etiquette.

ABILITY TO:

- Perform a variety of dispatching and clerical duties in support of student transportation functions.
- Perform dispatching duties for District buses for home-to-school, special education and special events.
- Assure safe, efficient, timely and accurate transportation of District students.
- Learn policies and objectives of assigned programs and activities.
- Coordinate schedules and assignments and design routes.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports related to assigned activities.
- Operate a computer and assigned software.
- Meet schedules and time lines.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Understand and follow oral and written instructions.
- Analyze situations accurately and adopt an effective course of action.
- Drive a school bus/District vehicle safely and efficiently.
- Observe legal and defensive driving practices.
- Utilize a telephone and two-way radio to receive transportation requests and information and provide assistance to bus drivers.

EDUCATION AND EXPERIENCE:

Education: Graduation from high school or equivalent.

Experience: Three years of school bus driving experience

Any combination of training and/or experience that would likely provide the required knowledge and abilities may be considered.

LICENSES AND OTHER REQUIREMENTS:

Valid Class A or B unrestricted California State driver's license with passenger and air brake endorsements.

Valid California Special Driver Certificate with zero restrictions.

Valid First Aid Certificate issued by an authorized agency.

Medical Examiner's Certificate

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

School bus and outdoor environment.

Seasonal heat and cold or adverse weather conditions.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Sitting for extended periods of time.

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.

Reaching, pulling and pushing to open bus doors.

Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulders or horizontally.

Seeing to read bus schedules, monitor passengers and operate a vehicle.

Lifting, carrying, pushing or pulling heavy objects.

HAZARDS:

Traffic hazards.

Exposure to fumes, dust, odors, oil/grease and gases.