Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **DISPATCHER**
Department: Transportation
Report To: Transportation Director

SUMMARY:
Responsible for dispatching buses and drivers, and addressing school bus regulations and safety procedures. Assists the Director of Transportation in maintaining required documentation, dispatching, and route planning. In the Director's absence, the Dispatcher would follow proper protocol to make records available for audit purposes by the appropriate state agency or district personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
- Dispatches routes and trips. This includes matching equipment and drivers to circumstances.
- Answers the phone, dealing with student, route and driver information and issues.
- Deals with emergencies as necessary following proper procedures.
- Acts as a substitute driver when required.
- Assists the Director of Transportation with new and prospective employee activities (e.g. coordinates orientation etc.) for the purpose of assimilating new bus drivers into the organization.
- Assists in maintaining transportation driver information for audit purposes and meeting state, federal, and administrative requirements.
- Participates in various activities (e.g. meetings, training, etc.) for the purpose of receiving and/or conveying information.
- Attends meetings, trainings, etc., for the purpose of maintaining skills and meeting requirements of school bus driver certificate.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Tracks absence forms for the department.
- Coordinates field trips.
- Performs other related duties as required.

QUALIFICATION REQUIREMENTS:
Ability to deal appropriately and effectively with students, teachers, parents, employees and supervisors. Ability is required to assist in training new and currently employed bus drivers regarding school bus safety and student management, bus routes, bus stops, district safety hazards, application of oral and written instructions, and maintaining good working relationships with a diversity of individuals. Knowledge is required to provide instruction regarding safe driving practices and provisions of the California Motor Vehicle Code; California Highway Patrol; Education Code applicable to the operation of vehicles transporting school students; implement district policies regarding discipline of students; and to administer first aid when required.

EDUCATION and/or EXPERIENCE:
High School graduate or general education degree GED. Five years of school bus driver experience. Education and training necessary to maintain required certificates and licenses. Must have no points on driving record and be able to pass physical, including drug test.

EMPLOYMENT STANDARDS:
Possession of a valid Class A or Class B California Commercial Drivers License with passenger and air brake endorsement, Unrestricted Bus Driver's Special Certificate issued by the Department of Motor Vehicles, current medical certificate, and first aid verification of training for school bus drivers. Pre-employment drug/alcohol testing in compliance with the Omnibus Employee Testing Act of 1991, Pre-placement physical assessment.

LANGUAGE SKILLS:
Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the district.

MATHEMATICAL SKILLS:
Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, and color vision. Some driving is necessary.

Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. Occasionally the position requires the employee to work irregular or extended hours, direct responsibility for the safety, well-being or work output of other people and meet multiple demands from several people.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.