

CLASSIFIED JOB DESCRIPTION

DISPATCHER

JOB SUMMARY:

Under general direction, performs dispatch duties; coordinates daily routes and driver/bus attendant assignments; assigns extra work; assists in bus assignment and routing; contributes to a team effort for the benefit of pupils, staff, and the community; and performs other duties as assigned.

ESSENTIAL JOB FUNCTIONS:

- Is responsible for two-way radio communications, answers driver inquiries, and transmits information to users of radio system.
- Understands and carries out both oral and written communication.
- Coordinates daily regular education and/or special education routes and field trip assignments.
- Monitors daily schedules to ensure integrity of prompt arrival/departure times for bus service.
- Ensures driver times are accurate and deviation from assigned times are documented.
- Reads and interprets route sheets and maps.
- Coordinates the assignment of drivers and attendants to routes and buses according to applicable policies and contract provisions.
- Coordinates with the vehicle maintenance section on assignment of substitute buses.
- Coordinates bus attendant assignments with Sub Desk and Lead Driver.
- Assigns drivers, attendants, and staff as necessary during unexpected circumstances in order to maintain continuity of operations.
- Collaborates and provides guidance for bus drivers and attendants.
- Is primarily responsible for receiving telephone calls for the Transportation Department; answers inquiries on bus routes and arrival time of buses; and forwards inquiries to appropriate staff.
- Collects and maintains absence records for District's absence reporting system and assigns substitute drivers.
- Maintains District calendars and nonpublic school schedules.
- Collects, reviews, and distributes bus conduct reports in a timely manner.
- Assists the vehicle maintenance section with data entry.
- Assists the department's clerical staff with data entry.
- Assists in bus assignment, routing, pupil data input, and distribution of information.
- May serve as a school bus driver transporting pupils/passengers over all scheduled routes and on special excursions; and operates various types of buses.
- May coordinate bus evacuation schedules.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Four years of experience in pupil transportation-clerical and computer skills required to perform duties.
- Ability to understand and carry out both oral and written communication; operate two-way radio system, telephone system, computer, and printers; perform effectively in a

high-noise environment; deal calmly with crisis situations; deal with the public, bus drivers, school staffs, and department staffs using polite and “customer friendly” manners; work independently with little direction; establish and maintain cooperative and effective working relationships with others; analyze situations accurately and adopt an effective course of action; communicate and interact effectively and professionally under pressure; and meet schedules and timelines.

- Knowledge of laws and regulations applicable to the operation of vehicles and personnel involved in the transportation of pupils; safe driving practices and procedures, first aid, universal precaution procedures, and telephone reception; knowledge of basic office methods, practices, and equipment; District computer programs; English grammar, spelling, and punctuation; customer service principles; and transportation terminology.
- High school diploma or GED required.
- California Commercial Driver License Class A or B with “Air Brake” and “Passenger” endorsements, California School Bus Driver Certificate with no limitations (except “Automatic Transmission Only” is acceptable), and Medical Examiner’s Certificate is desirable. Must be able to traverse 12½-inch aisles on school buses. Must be able to kneel, squat, bend, climb, twist, and safely enter/exit a school bus through the emergency exits.

Classified Salary Schedule: Range 31
BOARD APPROVED: 08/19/97
REVISION DATES: 11/14/00
07/01/04
11/15/17
04/22/20
10/14/20
7/18/23
08/09/23