

Position: Dispatcher/Bus Driver	FLSA: Non-exempt
Department: Transportation	Salary Grade: 12
Reports to: Director of Transportation, or Designee	

OVERALL OBJECTIVE AND SUMMARY

Determines the availability of drivers and vehicles, provides dispatch, and performs a variety of work in developing and maintaining timely bus routes and schedules that optimize use of equipment and drivers. Drivers must complete the training and licensure required by the State.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Receives complaints; reports of accidents, late buses and breakdowns. Maintains appropriate records.
- Coordinates and schedules bus repairs. Maintains records and prepares reports on a variety of subjects including fuel use, trip odometer readings and total mileage.
- Maintains a timely, accurate record of driver and bus assignments.
- Coordinates and assigns substitute and relief driver assignments. Calls substitutes in the absence of regular bus drivers.
- Assists in emergencies. Monitors breakdowns and accidents to prevent interruption of service.
- May assist in planning and coordinating the use of buses, District vehicles and rental vehicles for school and district transportation use.
- Monitors times that drivers enter and leave the bus facility.
- Develops and maintains a computerized database of school bus routing and scheduling information. May assist in the routing and scheduling of school buses. May generate schedules and route information to be provided to newspapers, radio, television stations, and other public information sources.
- May review bus schedules and routes for efficiency of operation and use of buses. Maintains current route sheet.
- Provides information to parents and schools concerning bus routes and schedules.
- May assists in computing and analyzing expenses.
- Coordinates special transportation needs with school site personnel. May contract charter bus service to assist with pupil transportation.

- May assist in the identification and recommendation of locations for bus stops. Assists in the preparation of reports and maintenance of records. Verifies billing for contracted transportation services.
- Drives a school bus over designated routes and special trips as required for adequate staffing.
- Escorts students across streets and roadways when necessary, stopping traffic as needed.
- Loads, unloads, and secures students.
- Assures that required safety devices are secure and properly used, e.g. seat belts, car seats, harnesses.
- Assures that ambulatory devices are secured and properly stored.
- Transports students, parents, and teachers on field trips to various locations making departure and arrival times as scheduled.
- Inspects bus prior to operation for safety purposes. Cleans windshields and headlights. Cleans interior and exterior of buses as needed, including, but not limited to, picking up debris, sweeping and mopping floor, and wiping and cleaning upholstery. May service bus with fuel and oil.
- Maintains appropriate behavior among students on buses and at bus stops. Follows District policies regarding student control and regarding contact with parents and the public.
- Reports problems or equipment malfunctions to the appropriate authority.
- Reports incidents affecting the safety of students to the appropriate supervisor.
- Performs first aid or emergency assistance. Files accident reports with appropriate personnel.
- Maintains records of all trips.
- Attends scheduled safety meetings and safety programs.
- Completes records as required by State and District laws and policies.
- May be assigned to basic servicing such as fuel and oil, inspection and replacement of accessories and other activities requiring similar skill and ability level.
- Performs other duties as assigned that support the overall objective of the position.

## QUALIFICATIONS

### Knowledge and skills:

- Requires knowledge of the principles and practices of bus routing and employee scheduling.
- Requires knowledge of the procedures, methods and techniques of dispatching and scheduling school buses.

- Requires knowledge of computer operations and database management, as well as computer based routing systems and their applications.
- Requires knowledge of the geographic and topographic characteristics of the community served by the District.
- Requires knowledge of the pertinent federal, state and local laws, codes and regulations pertaining to school bus operations and pupil transportation.
- Personal computer based software programs that support this level of work, including but not limited to, word processing, spreadsheet, and data entry into custom data bases.
- Requires a working knowledge and understanding of safe bus driving practices sufficient to recognize problems and take appropriate action.
- Must have a basic understanding of State laws, rules and regulations and Education Code sections pertaining to school bus operations and pupil transportation.
- Must know and understand how to apply first aid.
- Requires sufficient communication skills to maintain harmony within a work team and with students.
- Terminology, policies, practices and procedures of the area to which assigned.
- Departmental procedures and standing instructions related to work performed.
- Interpersonal skills using tact, patience, and courtesy.

Ability to:

- Perform all of the duties of the position with minimal supervision.
- Drive a school bus safely and efficiently while keeping to well-established schedules and time lines.
- Maintain order among students, both while driving and at bus stops.
- Recognize malfunctions in equipment and take appropriate action.
- Maintain the assigned vehicle in clean and safe operating condition.
- Administer first aid to ill or injured students.
- Learn designated bus route, including stops and traffic hazards.
- Perform routine, repetitive tasks on a continuous basis and to sit for prolonged periods of time.
- Maintain required records.
- Communicate effectively with staff, students, parents and members of the general public.
- Read and write sufficiently to perform all of the duties of the position including understanding applicable laws, regulations and codes required.
- Apply District and other applicable rules and regulations pertaining to pupil transportation.
- Operate a school bus observing all pertinent safety and transportation regulations.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Type at a minimum rate of 40 words per minute from clear, legible copy and pass a qualifying employee entrance evaluation.

PHYSICAL ABILITIES

This position requires:

Adopted: June 2001

Revised: December 17, 2003

Range Updated: July 1, 2025 per CBA

- Arm, hand, and finger dexterity in order to operate keyboard, typewriter and other office equipment.
- Visual acuity to read words and numbers.
- Speaking and hearing to communicate in person, over the phone or by two-way radio.
- Arm-hand and leg-foot dexterity to drive a bus.
- Visual acuity including depth perception.
- The ability to sit for prolonged periods of time.
- Hearing sufficient to be aware of traffic and road distractions/conditions and listen to students.
- The ability to lift passenger ambulatory aids such as wheel chairs on to platforms.
- The ability to assist special needs students /wheelchair users and to lift/carry 50 lb.

### EDUCATION AND EXPERIENCE

Requires:

- High School diploma or equivalent.
- Minimum of three years of bus driving experience.
- Successful completion of 20 hours of classroom instruction related to skills and safety requirements for driving a school bus.
- Successful completion of 20 hours of instruction behind the wheel of a school bus required.

Training in the use of a computer is desired.

### LICENSES AND CERTIFICATES

Requires:

- Valid Commercial Driver's License
- Medical examination card
- Valid California Special Driver Certificate for school bus with no restrictions except numbers "1" (automatic transmission only) and "6" (first aid test waived)
- Valid ARC First Aid/CPR Certificate
- Typing certificate for 40 wpm