

CENTRAL UNIFIED SCHOOL DISTRICT POSITION DESCRIPTION

Position: Transportation Dispatcher/Trainer

Classification: Classified

FLSA: Non-Exempt

Reports to: Department Administrator

Range: Classified Salary Schedule

EDUCATION AND EXPERIENCE

Experience:

Five years of bus driving experience, with Clear Department Motor Vehicle record, and experience in operations of Transportation System. Basic Math, record keeping and typing and computer skills.

Education:

Equivalent to completion of the twelfth grade or experience that could be equivalent.

Certificate/License Requirement:

Possession of a valid Class A or Class B, California Motor Vehicle Operators License; possession of a School Bus Drivers Certificate issued by the California Highway Patrol; possession of a Medical Examiners Certificate (DMV #DL5 1A). Valid Certified California School Bus Driver Instructor permit (obtained within 12 months of hire).

Condition of Employment:

Insurability by the District liability insurance carrier.

SUMMARY

Under the general supervision of the Transportation Operations Supervisor, serves as dispatcher assigning routes to and from school, field trips, athletic trips and special events. Trains new driver applicants, renews present drivers certificates and credentials, along with district duties including driving, assisting manager with transportation related areas such as driver recognition program. Assists Assistant Transportation Director and Transportation Operations Supervisor in evaluation of bus drivers. Operates a school bus to transport students on designated routes and time schedule. Performs other duties as may be assigned.

SPECIFIC RESPONSIBILITIES

1. Assists Transportation Operations Supervisor in scheduling of buses.
2. Handles complaints regarding transportation program and refers, if necessary, to Transportation Operations Supervisor for further action.
3. Assists Transportation Assistant Director and Transportation Operations Supervisor in evaluation of bus drivers.
4. Assists with the instruction of all new applicants requiring driver training, behind the wheel, class instruction and in-service training;
5. Assists Transportation Operation Supervisor with all bus driver certificates and related licensing requirements (i.e., health certificates, physical examinations, TO-1, TO-2)
6. Performs check rides as required by law and as directed by Transportation Operations Supervisor

7. Drives a school bus or other transportation vehicle as assigned by Transportation Operations Supervisor.
8. Performs other related duties as assigned.

SPECIFIC QUALIFICATIONS

Should possess personal characteristics generally recognized as essential for good public employees including integrity, initiative, dependability, courtesy, good judgment and ability to work cooperatively with others.

Knowledge of:

- Safe driving practices and techniques;
- basic first aid procedures and methods;
- safety and maintenance requirements of bus and other pupil transportation equipment;
- provisions of the State and Federal Statutes as well as California Motor Vehicle Code and Title 13 applicable to the operation of vehicles in the transportation of schoolchildren.
- Practices and problems of operating a school bus safely

Ability to:

- Drive a school bus and other transportation equipment safely and effectively;
- maintain appropriate student behavior on a school bus or other transportation equipment;
- perform appropriately in situations requiring tact and diplomacy; and
- carry out oral and written directions;
- establish and maintain cooperative working relationships.
- Assist the Transportation Operation Supervisor in special transportation programs, and routing of buses.
- Keep necessary records with regard to the operation of the transportation department.
- Establish and maintain cooperative working relationships with all the drivers.

3.10.14 rr