

TRANSPORTATION DISPATCHER

JOB SUMMARY

Under general supervision, using considerable clerical and transportation coordination skills, dispatches drivers and equipment required for transportation of students on regular and special schedules; performs general clerical work including skilled typing.

DISTINGUISHING CHARACTERISTICS

The Transportation Dispatcher differs from the class of Transportation Trainer/Dispatcher in that the duties primarily involve the dispatching and routing of buses and drivers. The Transportation Trainer/Coordinator Dispatcher has a broader function and performs driver-training responsibilities. The class of Bus Driver has the primary duty of transporting students in a bus over established routes or on field trips.

EXAMPLES OF DUTIES

Sets up bus routes and schedules, reviewing them regularly to accommodate changes in passenger load, pick-up points and the like; dispatches drivers and equipment in accordance with established schedules and to fulfill special transportation requests; answers telephones and gives out general information; types reports, correspondence and other materials; maintains cost, mileage and related records; prepares monthly and annual reports; performs arithmetical computations; operates a variety of standard office equipment and machines; operates computer terminals to input or retrieve data; performs other related duties as needed.

EMPLOYMENT STANDARDS

Education: Any combination equivalent to graduation from high school, preferably supplemented by clerical and or accounting courses.

Experience: Two years clerical or accounting experience including or supplemented by recent experience in transportation activities.

Knowledge of: The methods, materials and equipment used to provide for an effective transportation program; business English, spelling and arithmetic.

Ability to: Learn and interpret the laws and regulations of the State Board of Education and the California Highway Patrol governing the Transportation of pupils by school bus; schedule transportation service; maintain records and prepare reports; follow oral and written instructions; work without close supervision; analyze problems accurately and adopt an effective course of action; establish and maintain effective working relationships with others; maintain insurability to drive a district vehicle.

PHYSICAL STANDARDS

The work environment and physical demands of the positions as described below are representative of those that must be met by an employee to successfully perform the essential functions of a position in this driver category. Reasonable accommodations may be made to enable individuals to perform the essential functions of a specific position. These physical standards are generic in nature and tasks may vary dependent on school site or specialized department assignment.

Work Environment: While performing the duties of this job, the employee is subject to constant interruption and is in direct contact with the public, students and employees. Negative interactions resulting from these contacts can result in stressful situations. These positions may be high volume positions and may work without direct and/or constant supervision. The noise level in an office environment is usually quiet.

Physical Demands: The physical demands of these positions include the ability to sit for extended periods of time, to stand, bend, and reach at, below and above shoulder level. Repetitive use of fingers and hands to operate a keyboard and other office equipment is necessary, as is hearing and speaking ability sufficient to provide information via phone, two-way radio, intercom and personal contact. Specific vision abilities include close vision, depth perception and the ability to focus. These positions require walking and standing. Lifting, pushing or pulling of objects generally not exceeding twenty pounds may also be required.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals currently holding this position perform additional duties and additional duties may be assigned.

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