

**CLASS SPECIFICATION
Bus Driver Scheduler/Dispatcher**

GENERAL PURPOSE

Under direction, schedules, assigns and dispatches the District's school bus drivers; develops, evaluates and revises the District's student transportation routes and schedules; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Bus Driver Scheduler/Dispatchers are responsible for developing and modifying the District's student transportation routes and schedules, including scheduling and assigning routes and vehicles to school bus drivers, scheduling field trips and maintaining radio contact with bus drivers. Duties and responsibilities are carried out independently within the framework of established policies, procedures and guidelines. Work and results are reviewed through inspection and analysis of records, reports and department performance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Develops and modifies regular population, extended learning, intercession and special needs driving routes and time schedules as part of the master driving schedule; coordinates master driving schedule with school calendar, including tracking days and ensuring proper scheduling for early out, off track and staff development days; prepares lists of bus stops with scheduled stop times into master file and distributes to school sites; reviews and resolves scheduling problems with school administrators; routes emergency pickups and deliveries; enters and modifies information and routes in the Transportation system.
2. Schedules, assigns and dispatches school bus drivers to driving routes, times and vehicles; checks daily bus routes and overtime cards; records driver times; assigns school bus drivers during non-driving time; assigns substitute drivers as needed.
3. Records and maintains student names and information from transportation request forms into master file and distributes information to school sites.
4. Receives, reviews, processes and schedules school site and department field trips; makes reservation with District buses and/or outside contractors; provides confirmation to school sites; assigns and dispatches buses for field trips; prepares field trip billings.
5. Monitors and operates District radio communications; reports safety hazards; advises drivers in handling emergency situations; conducts monthly emergency radio checks of all schools and District facilities.
6. Prepares, reviews and maintains a variety of required records, files and reports regarding bus activity, attendance, inventory, overtime and safety records and related reports; prepares accident reports.
7. Answers department phones and assists parents and students and answers questions regarding transportation policies, procedures and issues; confers with school officials, staff and parents concerning incidents, absenteeism and transportation activities.
8. Polls daily fuel log; encodes fuel cards; secures transportation code out.

OTHER DUTIES

1. Drives school bus vehicles as required; fuels and cleans vehicles.

QUALIFICATIONS

Knowledge of:

1. Safe driving practices and methods for school buses.
2. Principles, methods, techniques and strategies for the scheduling and dispatching of school bus drivers.
3. Provisions of the California Motor Vehicle Code and laws applicable to the operation of vehicles in the transportation of students.
4. Principles, methods and procedures related to a large student transportation system.
5. Technical aspects of field of specialty.

Ability to:

1. Plan and schedule bus routes.
2. Prepare, maintain and review records and make reports.
3. Provide and follow oral and written instructions.
4. Drive school buses safely and efficiently.
5. Operate a computer terminal.
6. Establish and maintain effective working relationships with District management, staff, contractors, parents, students and others encountered in the course of work.

Education, Training and Experience:

Graduation from high school or G.E.D. equivalent; and four years of experience in the operation of a school bus.

Licenses; Certificates; Special Requirements:

A valid California Class B driver's license with a passenger endorsement, a good driving record and the ability to maintain insurability under the District's vehicle insurance policy.

A valid Special School Bus Driver's Certificate issued by the California Highway Patrol.

Incumbents are required to pass a Department of Transportation biannual physical examination.

Upon acceptance of the District's offer of employment, new hires may be required to complete a baseline physical examination prior to the first day of employment.

PHYSICAL AND MENTAL DEMANDS

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

Physical Demands

While performing the duties of this job, the employee is frequently required to stand and walk; sit; talk, in person and by telephone; hear conversations, in person and by telephone, and equipment warnings; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is frequently required to kneel, stoop, bend, climb or balance; lift up to 50 pounds and occasionally lift up to 100 pounds.

Specific vision abilities required include close vision, color vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or new skills; and interact with District management, staff, contractors, parents, students and others encountered in the course of work.

WORK ENVIRONMENT

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

The employee works under typical office conditions, and the noise level may be quiet to moderately noisy. The employee may operate a school bus in road traffic conditions and the noise level is occasionally noisy.

Board Approval 2/15/2007

Effective 7/1/2007