JOB DESCRIPTION

JOB TITLE: Dispatcher/Bus Driver

Job Family: Transportation

Range: 34

Job Purpose Statement/s: The job of " Dispatcher/Bus Driver " is done for the purpose/s of coordinating assignment of school buses and drivers for established routes and activity trips in the transport of students; to assist in routing and scheduling and maintain a variety of departmental records.

Essential Job Functions:

* **Assists** in planning school bus routes and schedules and in the assignment of drivers and equipment.
* **Operates** dispatching unit for assignment of drivers on regular and/or special routes.
* **Maintains** accurate records of school bus stops, use of buses, work periods for drivers and vehicle operations.
* **Acts** as information source to public, school personnel and other interested parties regarding busing policies, procedures, routes, schedules and other activities.
* **Receives** accident reports and assists in follow-up requirements (e.g. contacting local police agencies, CHP, medical personnel, back-up buses and/or drivers, etc.).
* **Coordinates** bus driver substitute placement operations.
* **Performs** standard bus driving duties as required.

Other Job Functions:

* **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements - Qualifications:

* **Experience Required**: Minimum three (3) years of successful experience as School Bus Driver and possession of a safe driving record that is in compliance with the restrictions set forth by the California Vehicle Code.
* **Skills, Knowledge and/or Abilities Required:**

  Skills to operate school buses and vans in a safe manner, communicate effectively, evaluate schedules and meet deadlines, plan and organize activities, administer first aid.

  Knowledge of vehicle operation, basic maintenance requirements and driving codes.

  Abilities to schedule and utilize equipment and personnel in the operation of Transportation Fleet, understand and carry out oral and written instructions, work independently, maintain accurate records and prepare reports as required and safely operate a school bus.
* **Education Required**: High School diploma or equivalent.
* **Licenses, Certifications, Bonding, and/or Testing Required**: Valid Class II Driver's License, and evidence of insurability, School Bus Driver's Certificate, Medical Certificate, Criminal Justice Fingerprint Clearance, Drug Testing Clearance, and negative TB test results.