

## DISPATCHER

### DEFINITION

Under the direction of the Transportation Supervisor, assists in the planning, organizing and coordinating of pupil transportation programs; assists in the scheduling and assigning of bus drivers; and performs other related duties as assigned and/or required.

### ESSENTIAL DUTIES

- assigns and schedules bus drivers to athletic and special study trips in coordination with the regular pupil transportation scheduling
- assists in planning and determining school bus routes and schedules utilizing other factors, such as traffic conditions, pupil load size, potential road hazards, etc.
- prepares recommendations for changes in bus routes and schedules to obtain maximum utilization of equipment and personnel
- evaluates bus routes and reports to the appropriate agencies any view obstructions and/or road hazards
- prepares zone maps and discusses bus routing with the bus drivers
- reviews mileage for student required walking areas
- arranges for and assigns substitute bus drivers
- maintains and compiles data and information regarding the pupil transportation program, and prepares concise and clear summaries as required
- assists in planning, organizing and conducting transportation personnel orientation and training programs
- confers with, counsels and advises transportation, school and administrative personnel concerning student behavior
- conducts bus inspections and reports damage(s), vandalism and needed maintenance
- may drive a school bus in an emergency situation or on a relief basis

### QUALIFICATIONS

**Knowledge of:** Methods, procedures and practices pertaining to a comprehensive pupil transportation program; provisions of the California Motor Vehicle Code, the Education Code and Title 13 applicable to the operation of vehicles in a pupil transportation program; bus driver behind the wheel and classroom training programs; safe driving practices and procedures.

**Ability to:** Plan, organize and coordinate a comprehensive pupil transportation program; assist in the planning of school bus routes and schedules; maintain accurate and comprehensive records and prepare clear and concise reports; safely, effectively and efficiently drive a school bus and other transportation related equipment; understand and follow oral and written directions; establish and maintain cooperative working relationships.

### **PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that persons within this position classification must perform in carrying out essential job functions:

- will occasionally exert 50 to 75 pounds of force to lift, carry, push, pull or otherwise move objects
- will involve sitting for extended periods of time while operating a student transportation vehicle and will involve walking or standing for brief periods
- must possess the ability to hear and perceive the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing written and oral information, both in person and over the telephone
- must possess the manual dexterity to operate equipment, use hand tools, and to handle and work with various objects and materials

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

### **EXPERIENCE AND EDUCATION**

**Experience:** Six years of paid experience as a school bus driver.

**Education:** Verification of a High School diploma, a GED certificate, or a higher degree including or supplemented by course work or training in transportation systems, organization and supervision, or a closely related field is desirable.

**License and Certificate Requirement:** Possession of a valid Class A or B, California Motor Vehicle Operator's License. Possession of a valid California School Bus Driver's Certificate.

**Condition of Employment:** Insurability by the District's liability insurance carrier.

Revised: **December 2016**