



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED

DISPATCHER

DEFINITION:

Under the direction of an assigned Administrator or Supervisor, assist in the planning, organizing and coordinating of pupil transportation programs; assist in the scheduling and assigning of bus drivers; assign bus drivers to designated routes and special event trips; assist in the development and revision of bus routes; drive a school bus as needed; perform other job-related duties as assigned and/or as required.

ESSENTIAL DUTIES:

- Assign and schedule bus drivers to athletic and special study trips in coordination with the regular pupil transportation scheduling.
- Assist in planning and determining school bus routes and schedules utilizing other factors, such as traffic conditions, pupil load size, potential road hazards, etc.
- Prepare recommendations for changes in bus routes and schedules to obtain maximum utilization of equipment and personnel.
- Evaluate bus routes and report view obstructions and/or road hazards to the appropriate agencies.
- Operate a two-way radio to dispatch drivers and vehicles in accordance with established schedules and to fulfill transportation request.
- Communicate with drivers regarding schedule or route changes, vehicle breakdowns, accidents, emergencies, road conditions, road hazards and other concerns; notify drivers or authorities as appropriate; review routes for drivers as needed.
- Prepare zone maps and discuss bus routing with the bus drivers.
- Review mileage for student required walking areas.
- Arrange for and assign substitute bus drivers.
- Answer telephones; direct inquiries to the appropriate service areas or person as needed; resolve pupil transportation issues and concerns.
- Maintain and compile data and information regarding the pupil transportation program and prepare concise and clear summaries as required.
- Assist in planning, organizing and conducting transportation personnel orientation and training programs.
- Confers with, counsel and advise transportation, school and administrative personnel concerning student behavior.
- Conduct bus inspections and report damage(s), vandalism and needed maintenance.
- Operate a variety of office equipment including a computer and assigned software.
- Dispatch emergency equipment to breakdown or accident locations.
- Drive a school bus in an emergency situation or on a relief basis, as needed; observe legal and defensive driving practices; assure compliance with applicable traffic and student transportation laws, codes and regulations.
- Perform other job-related duties as assigned and/or as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Methods, procedures and practices pertaining to a comprehensive pupil transportation program.
- Modern office practices, procedures and equipment.
- Methods, practices and procedures of dispatching transportation vehicles.
- District's geographic boundaries.
- 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 and defensive driving practices
- Proper operations of school buses.
- Basic recordkeeping techniques.
- Operation of a computer and two-way radio.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety regulations.
- Oral and written communication skills.

ABILITY TO:

- Plan, organize and coordinate a comprehensive pupil transportation program.
- Assist in the planning of school bus routes and schedules.
- Assign bus drivers to designated routes and special event trips.
- Review routes and schedules to accommodate changes.
- Maintain a variety of logs, records and files.
- Maintain accurate and comprehensive records and prepare clear and concise reports.
- Drive a school bus and other transportation related equipment safely, effectively and efficiently.
- Operate a variety of office equipment including a computer and applicable software.
- Operate a two-way radio.
- Observe legal and defensive driving practices.
- Understand and follow oral and written directions.
- Establish and maintain cooperative working relationships.
- Meet schedules and timelines.

EDUCATION AND EXPERIENCE:

EDUCATION:

Verification of a High School diploma, a GED certificate, or a higher degree.

EXPERIENCE:

Six years of paid experience as a school bus driver. Recent job-related experience within the last five years is required.

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

- Verification of a valid Class A or B California Motor Vehicle Operator's license with air brake, passenger, and school bus endorsement.
- Verification of a valid California School Bus Driver's Certificate issued by the California Highway Patrol.

- Valid Medical Examiner's Certificate (Form MCSA-5876)
- Valid First Aid and CPR Certificate issued by an authorized agency.
- Insurability by the District's liability insurance carrier may be required.

PREFERRED QUALIFICATIONS:

Supplemented course work or training in transportation systems, organization and supervision, or a closely related field is desirable, but not required.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, outdoor and school bus work environment. Traffic hazards. Fast-paced environment with changing priorities.

PHYSICAL ELEMENTS:

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.

POTENTIAL HAZARDS:

Traffic hazards.

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