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|---------------------------------|------------------------------|-------------------------|-----------------------|
| <b>Position:</b>                | Transportation Dispatcher    | <b>FLSA:</b>            | Exempt                |
| <b>Department/Site:</b>         | Transportation Department    | <b>Salary Grade:</b>    | 19                    |
| <b>Reports to/Evaluated by:</b> | Supervisor of Transportation | <b>Salary Schedule:</b> | Classified Management |

**SUMMARY**

Under general direction, performs a variety of work in determining the availability of school bus drivers and dispatching buses and drivers in a timely manner. Maintains accurate operations records. Work contacts extend beyond peers to parent, students and the general public and require well-developed communication skills. Errors in judgment may have a significant adverse impact on costs, safety of students or the public or legal liabilities.

**DISTINGUISHING CAREER FEATURES**

This is a senior non-management position in the Transportation series, requiring specialized training or experience. Advancement along the Transportation line is restricted to the Transportation Router position or a Supervisory position, either of which will require additional formal training and/or experience in transportation management.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Coordinates and assigns substitute stand-by and relief driver assignments. Calls substitutes in the absence of regular bus drivers.
- Assists in emergencies, coordinating and dispatching when regularly scheduled bus operations are interrupted. Monitors breakdowns and accidents to prevent interruption of service.
- Assists in planning and coordinating the use of buses, District vehicles and rental vehicles for school and district use. Monitors times drivers enter and leave the bus facility.
- Provides work direction and guidance to bus drivers. Monitors radio base station while buses are on the road providing direction and assistance to drivers.
- Receives complaints, reports of accidents, late buses and breakdowns. Maintains appropriate records. May drive a school bus over designated routes in emergency situations.
- Coordinates and schedules bus repairs. Maintains records and prepares reports on a variety of subjects including fuel use, odometer readings and total mileage. Maintains a timely, accurate record of driver and bus assignments.
- Develops and maintains a computerized database for the scheduling of extra and co-curricular trips.
- May assist with route coordination duties during emergencies and/or the Transportation Router's absence.
- Processes trip requests sent to transportation department.
- Performs other related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge and Skills:** Requires a thorough knowledge of safe bus driving practices.. Requires a thorough knowledge of the procedures, methods and techniques of dispatching school buses. Safe driving practices are essential. Must have good knowledge of the geographic and topographic characteristics of the community served by the District. Requires knowledge of the pertinent Federal, State and local laws, codes and regulations pertaining to school bus operations and pupil transportation. Requires basic knowledge of office practices, procedures and equipment. Requires knowledge of general clerical, record keeping and report writing techniques. Requires strong telephone technique and etiquette.

**Abilities:** Requires the ability to perform all of the essential duties of the position with minimal supervision. Requires the ability to apply District and other applicable rules and regulations pertaining to pupil transportation. Requires the ability to operate a school bus observing all pertinent safety and transportation regulations. Requires the ability to operate a two-way radio. Must be able to monitor and coordinate response to breakdowns and accidents to prevent interruption of service. Requires the ability to communicate with individuals both inside and outside of the District setting. Requires arm-hand and leg-foot dexterity to drive bus. Requires visual acuity including depth perception. Requires the ability to sit for extended periods of time. Requires hearing sufficient to be aware of traffic and road distractions/conditions and listen to children. Requires hearing and speaking ability sufficient to communicate by phone or in person. Requires arm, hand, finger dexterity to operate keyboard or other office equipment.

**Working Conditions:** Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

**Education and Experience:** High School Diploma, or G.E.D. Certificate; supplemented by three (3) years responsible bus driving experience required.

**Licenses and Certificates:** Requires: valid Commercial Driver's License; medical examination card; valid California Special Driver Certificate and valid ARC First Aid Certificate.