

TRANSPORTATION DISPATCHER

JOB SUMMARY

Under direction, schedules, dispatches, and supervises bus drivers assigned to transporting students on regular and special schedules; performs clerical work; and performs related work as required.

ESSENTIAL DUTIES

- Develops bus routes and schedules, reviewing them regularly to accommodate changes in passenger load, pickup points, and other factors.
- Dispatches drivers in accordance with established schedules and fulfills special transportation requests.
- Continuously monitors and adjusts drivers' assignments to assure each driver works a seven-hour schedule.
- Provides guidance to drivers to ensure that schedules are met and route sheets are kept current.
- Inspects buses for general housekeeping and cleanliness.
- Prepares driver performance evaluations.
- Evaluates and makes recommendations on upgrading drivers.
- Checks mileage to establish authorized bus stops.
- Confers with parents, teachers, principals, and other district personnel regarding routes, schedules, and student discipline on buses.
- Uses a computer to compile reports, correspondence, bus route sheets, and other materials.
- Costs out special trip requests.
- Maintains cost, mileage, and related records.
- Assigns substitute bus drivers.
- May drive a school bus over designated routes according to established time schedules as needed.

EMPLOYMENT STANDARDS

Education and Experience: Graduation from high school or equivalent. Any combination equivalent to two years of school bus driving experience in student transportation or two years of experience as a dispatcher.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Methods, materials, and equipment used in providing an effective transportation program.
- Laws and district policies applicable to bus drivers.

Ability to:

- Learn and interpret district regulations and the laws and regulations of the State Board of Education and the California Highway Patrol governing the transportation of students by school bus.
- Supervise and evaluate the work of others.
- Schedule transportation services.
- Use a computer effectively.
- Maintain records and prepare reports.
- Follow oral and written instructions.
- Communicate effectively by two-way radio.
- Establish and maintain effective working relationships with others.
- Use sensitivity, tact, diplomacy, and discretion to communicate effectively with parents, teachers, the public, principals, and other district staff, particularly in stressful situations.
- Drive a school bus in emergency situations.

LICENSE AND CERTIFICATE: Must possess and maintain a valid Class B California Driver License with a passenger endorsement and remain insurable at the standard insurance market rate; must also possess and maintain a School Bus Driver Certificate issued by the California Highway Patrol.

WORKING CONDITIONS: Works in an office environment with continuous two-way radio noise between dispatchers, bus drivers, and other district personnel. Drives a school bus in emergency situations, with intermittent exposure to bus exhaust fumes.