

## **DISPATCHER**

### **DEFINITION:**

Under general supervision, to assist in coordinating the safe, efficient, and on-time performance of school bus service, to assist in the effective utilization of personnel and equipment; to resolve emergency developments as they arise by determining steps to be taken by drivers or by transportation maintenance or safety personnel; and to perform other job-related duties as required.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**Depending on the assignment, duties may include but are not limited to the following.**

Assists in coordinating the daily operation and routines of the pupil transportation program.

Opens the dispatch office each operating day.

Performs emergency coordinating, dispatching, and assigning of standby drivers when regularly scheduled bus operations are interrupted by mechanical breakdown, accident, absence of assigned drivers, obstruction of traffic flow, and other situations which may affect operations within established time schedules.

Communicates with drivers by radio or telephone to prevent interruption of services in emergency situations.

Obtains a list of out-of-service equipment daily from the Shop Supervisor, and makes sure the Transportation Supervisor is informed.

Distributes field trip sheets to drivers, assigns and records charters and other special trip schedules.

Updates the Operations Logs daily, listing routes, buses, drivers, incidents and accidents.

Prepares daily dispatch logs and terminal reports for the record, communicates reports as required.

Schedules equipment for rent or lease program, prepares reports regarding usage, keys, etc., and insures that reports are turned in immediately upon completion of such tasks.

Assists in an "operation inspection" tour involving fleet safety when required.

Compiles information for special studies of routing, scheduling and dispatching operations as requested.

Prepares all basic information required in the annual bidding procedures; assists in implementation.

Serves as a bus driver in emergencies or as required.

Coordinates transportation of students in special programs.

Prepares work orders and billing for all services for payment on a timely basis.

Enters a variety of records to computer and extracts reports.

Maintains records of overtime, extra work and refused work for all bus drivers in accordance with District policies.

### **QUALIFICATIONS:**

Knowledge of:

Safe work practices including OSHA regulations, as they relate to the position;

Basic principles of a school district bus operation system;

Provisions of the California Vehicle Code, California Highway Patrol Regulations and Education Code, applicable to the operations of vehicles in the transportation of school children;

Modern office practices and procedures, including correspondence, filing, and operation of standard office equipment.

Ability to:

Provide leadership to bus drivers;

Learn the District's school bus operation policies and practices;

Perform clerical work involving independent judgment and requiring accuracy and speed;

Work under pressure of constant changes and tight deadlines;

Enter, access, change and retrieve information using PC or on-line computer terminal;

Safely operate a school bus exercising good judgment and extreme caution;

Maintain order among students on a school bus;

Identify workplace hazards and/or unsafe conditions and take appropriate action to correct same;

Read and write English at a level sufficient to successfully perform the duties associated with the position;

Understand and carry out oral and written directions;

Establish and maintain cooperative working relationships with those contacted in the course of work.

Education: Equivalent to completion of high school.

Experience: Three years of experience performing a combination of commercial/industrial transportation dispatch and passenger vehicle operation functions.

**LICENSES AND CERTIFICATES:**

Possession of a Class B California driver's license with an air brake and passenger endorsement with no restrictions which would preclude driving on the job is a continuous requirement.

Possession of a California Highway Patrol school bus driver's certificate with no restrictions which would preclude driving on the job, and a Department of Transportation medical certificate are continuous requirements.

**OTHER CONDITIONS OF EMPLOYMENT:**

In accordance with California law and the Education Code, position incumbents must maintain a conviction free Dept. of Justice background record which is relevant to the position.

In accordance with California Dept. of Transportation regulations and District policy, position incumbents must meet all requirements of periodic physical examinations and random drug testing program.

Salary Range: 68

N: 07/81, R: 11/85, R: 12/91, R: 10/98