

January 2022

Personnel Commission Approval: February 15, 2022

Board Approval: February 22, 2022

Transportation Dispatcher

Definition

Under the direction of the Director of Maintenance, Operations, Facilities and Transportation to perform duties in support of the District's transportation department, including but not limited to: regularly scheduling of all bus routes, special excursions and field trips, and overall coverage required to meet the transportation operation scheduling demands; and perform other related duties as assigned.

Essential Duties and Responsibilities

- Evaluate bus stops and routes;
- Schedule and coordinate transportation for home to school students, special education students, field trips, athletic and sporting events;
- Arrange transportation for new students, notify school sites and any other necessary parties of pick-up and drop-off times and locations;
- Develop and assign any extra hourly assignments, routes, trips; maintain all records and documents; and post weekly in adherence with the classified bargaining agreement.
- Evaluate traffic condition, time-of-day, pupil load, bus stops, loading zones, class schedule to develop efficient bus routes and operations, and route sheets for bus drivers;
- Prepare and maintain route files, maps and records for District programs;
- Dispatch school buses and drivers to ensure effective use of personnel and resources;
- Become familiar with and maintain current knowledge of applicable laws, rules, regulations including California Vehicle Code, California Education Code, and established District policies and procedures;
- Assist in reviewing and interpreting accident reports;
- Operate various office equipment including two-way radio, a computer and relevant software in order to input data and generate report;
- Process daily time sheets, mileage, time and load records and other related documents;
- Assist in route bidding process after establishing District routes;
- Maintain district's Pull Notice program;
- Other relatable duties as assigned.

Required Qualifications

- Valid California driver's license.

Preferred Qualifications

- Bilingual, Spanish speaking preferred.

Training and Experience

- Any combination equivalent to graduation from high school;
- Minimum of three years' experience driving a school bus;
- One year of experience dispatching, planning and scheduling school bus routes.

Knowledge of

- Applicable State and Education Code sections and traffic laws;
- In-field monitoring of fleet operations;
- Interpersonal skills using tact, patience, and courtesy;
- Oral and written communication skills;
- Health and safety regulations.

Ability to

- Understand and follow oral and written instructions;
- Maintain records and prepare reports;
- Observe health and safety regulations;
- Function in a fast-paced environment;
- Work independently with little direction;
- Interpret, apply and explain applicable laws, rules and regulations;
- Establish and maintain cooperative and effective working relationships with others.

This position will be paid on the appropriate step of the classified salary schedule (12 months - Range 162; \$4,277.52 - \$5,200.32)