Sequoia Union High School District
Job Description

**JOB TITLE:** Transportation Dispatcher

**REPORTS TO:** Director Maintenance and Operations

**CLASSIFICATION:** Classified / M&O

**SALARY SCHEDULE:**

**WORK - YEAR / HOURS:** 12 months / 7.5 hours

**LOCATION:** Site District

**BOARD APPROVAL:** 11/5/1997

**DEFINITION**

Under general supervision, to assign drivers to handle school bus runs that are unassigned due to schedule conflicts or absence; to assist in dispatching of special trip assignments; to receive and relay information regarding and to perform related work as assigned.

**DISTINGUISHING CHARACTERISTICS**

**EXAMPLES OF DUTIES**

- Assigns drivers to handle school bus runs that are unassigned or need to be covered because of schedule conflict, malfunctioning equipment, or absences;
- Monitors radios and answers telephones to monitor issues related to bus run scheduling, provide information, and take messages;
- Notifies drivers of changes in bus runs as parents and schools notify dispatch;
- Assigns drivers to field trips noting times of scheduled runs and runs that need to be covered;
- Changes school bus routes to accommodate students that enter or leave a program, or change addresses;
- Copies and distributes bus run lists to drivers; keeps route board up to date; reviews school calendars and notifies drivers of early dismissal and non-school days; updates daily clipboards;
- Notifies equipment maintenance, tow trucks, and/or emergency agencies of bus breakdowns or accidents;
• Notifies vice principals and/or police of student discipline problems;
• Rents buses to other school districts and calculates costs of rental;
• Prepares and maintains a variety of logs and records such as time records, vehicle records, drivers refusing a run assignment, etc.
• Drives a school bus over designated routes as required and performs regular duties of a school bus driver (see School Bus Driver job description);
• Assists in providing transportation office coverage, may deactivate alarms and open office in morning.

QUALIFICATIONS

Knowledge of:
• Bus routes and driver bid system.
• Safe driving practices.
• Provisions of the California Vehicle Code and the Education Code as applicable to the operation of vehicles in transporting students.
• First aid practices.

Skill in:
• Coordinating routes and drivers; adjusting routes as students are added or deleted from run.
• Driving a school bus safely and efficiently.
• Maintaining order among students on a school bus.
• Recognizing malfunctions in equipment and taking appropriate action.
• Learning a designated bus route, including stops and traffic hazards.
• Maintaining simple records.
• Following oral and written directions.
• Working cooperatively with others.

Ability to:
• Learn radio and emergency callout procedures.

A typical way of gaining the knowledge and skills outlined above is:

Equivalent to graduation from high school and two years of experience driving school buses.

PHYSICAL REQUIREMENTS

The physical abilities required of this classification may include the following:

• Sitting for extended periods in bus driver's seat.
• Working in exposure to jolting, noise and vibration.
• Hand, arm and leg agility to operate school bus including manual transmissions and clutches on some models.
• Clear, corrected vision equal to 20/40 in both eyes (Snellen).
• Walking and climbing to board bus.
• Bending, stooping, kneeling and reaching to inspect vehicle and clean interior.
• Lifting light objects (hand held stop sign, light luggage) frequently, and up to 50 pounds occasionally to load luggage on field trips.
• Hearing to monitor traffic conditions, bus malfunctions, and other hazards (e.g. grade level train crossings).
• Speech sufficient to maintain order on buses.
• Wheelchair van drivers must be able to lift occupants weighing up to 85 pounds from wheelchair in case of emergency.

**OTHER REQUIREMENTS**

Must possess a valid California Class B driver's license and have a satisfactory driving record; must possess a current certificate of training in first aid; must possess a current certificate of physical health signed by a licensed physician; possession of school bus operator's certificate for Type I or Type II buses issued by the California Highway Patrol.