



# Sequoia Union High School District

## Job Description

<b>JOB TITLE:</b>	<b>Transportation Dispatcher</b>
<b>REPORTS TO:</b>	Director Maintenance and Operations
<b>CLASSIFICATION:</b>	Classified / M&O
<b>SALARY SCHEDULE:</b>	12.0
<b>WORK - YEAR / HOURS:</b>	12 months / 7.5 hours
<b>LOCATION:</b>	Site District
<b>BOARD APPROVAL:</b>	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.