



For the future of every student

CLASS TITLE: BUS DRIVER DISPATCHER

BASIC FUNCTION

Under the direction of the Director of Transportation, provides day-to-day logistics support in optimizing bus service needs, determining the availability of school bus drivers, and dispatching buses and drivers on a timely basis. Receives, logs, and dispatches radio communications to school bus drivers. May transport students to and from school, and to/from other sites within designated route(s) and to ensure the safety of student passengers while riding in a school bus.

REPRESENTATIVE DUTIES:

ESSENTIAL FUNCTIONS:

Facilitates bus service by dispatching buses during regularly scheduled bus operations and when bus operations are interrupted by mechanical breakdown, accident, obstruction of traffic flow, and other situations affecting compliance with established time schedules. Receives, transmits and monitors radio communications between/among bus drivers and transportation office; relaying messages between parents/schools/transportation department and drivers.

Reviews requests for regular and special bus trips for proper authorization and to assure that requirements are met, schedules and dispatches buses, coordinates parking, provides time and mileage estimates for special trips and processes billing (i.e. field trips, white fleet, etc.)

In accordance with established rules, regulations and department procedures, coordinates and assigns bus drivers to routes and field trips, substitute stand-by and on-call driver assignments, and extra duty as needed. Calls substitutes in the absence of regular bus drivers.

Receives emergency communications and notifies appropriate agencies.

Posts and maintains boards for drivers who request field trips and/or extra hours. Inputs driver hours onto appropriate rosters. Inputs daily logs, transportation requests and vehicle mileage into computer. Maintains daily logs and accurate records including radio communication, vehicle breakdown, accident and check in/out logs. Compiles information and prepares and maintains various records and reports.

Performs routing of school buses or other vehicles to various locations to pick up students, including but not limited to special education and general education routes, field trips and other activities requiring the transportation of students. Makes van reservations.

Responds to telephone calls from school sites and parents concerning student eligibility for school bus transportation, late arrival of buses, and related matters. Locates parents or other designated responsible person and/or dispatches school vehicle to alternate drop-off when responsible person is not available to receive students at normal drop-off site.

Drives a school bus or other transportation vehicle within a prescribed route(s) in accordance with time schedules, picking up and discharging students at designated stops, as needed.

As needed when driving a school bus may transport students and teachers on field trips to various

locations following routes as directed; escort students across streets; maintain order and proper discipline of student passengers according to District policy; enforces bus riding rules and issues written bus citations to students regarding bus discipline problems.

May conduct safety and operational inspection of buses prior to starting route; reports needed mechanical repairs; services buses with fuel.

Performs periodic safety drills as required by law.

Other duties as assigned that support the overall objective of the position.

MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Methods, practices and procedures applicable to the dispatching of student transportation vehicles.
- The provisions of the California State Motor Vehicle Code, the California State Education code, and District policies and requirements relative to the operation of vehicles used in the transport of students.
- Emergency procedures to be followed in the event of bus accidents, injured or ill drivers or students, disabled school buses, natural disasters or other medical emergencies.
- General methods and practices for the development of bus routes and schedules.
- Proper record keeping functions.
- First aid practices, procedures, and techniques.
- Safe driving practices.
- The operation of a dispatching radio unit and proper radio protocol.
- Proper English usage.
- Customer service practices and telephone etiquette.

ABILITY TO:

- Operate a two-way radio system.
- Deal with tense situations calmly and pleasantly; understand and resolve issues, complaints and problems quickly and effectively.
- Effectively assign bus drivers to designated routes and special trips in accordance with established procedures
- Understand and follow both oral and written instruction in an independent manner.
- Establish and maintain accurate and current records and files and prepare reports.
- Effectively communicate in oral and written forms.
- Read and interpret road maps effectively.
- Operate standard office equipment, including computers and related software
- Drive a school bus safely and efficiently.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- Exercise good judgment and caution while driving.
- Effectively interpret and apply State, Federal and District regulations, codes, and requirements associated with the transport of students.
- Meet the physical requirements necessary to safely and effectively perform required duties.
- Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: graduation from high school (or equivalent) and sufficient training and experience to demonstrate the knowledge and abilities listed above.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class B commercial driver's license with passenger, school bus and air brake endorsements.

Valid California Special Driver Certificate.

Valid First Aid Certification issued by an authorized agency.

WORKING CONDITIONS:**ENVIRONMENT:**

Office, school bus and outdoor environment.

Exposure to fumes, dust, odors, oil/grease and gases.

Driving a vehicle to conduct work.

<i>Approved by Personnel Commission:</i>	<i>05/18/2005</i>
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