

LA MESA-SPRING VALLEY SCHOOLS

CLASS TITLE: DISPATCHER

BASIC FUNCTION:

Under the direction of the Director, Transportation, develops, coordinates and revises regular and special bus routes and schedules; assigns bus drivers to designated routes and for special event trips; performs a variety of administrative support functions for the Transportation department; serves as a liaison for special situations routing including NCLB, Homeless, Overflow and ARP; assists in the planning and coordination of transportation for field trips and special events; drives a school bus as needed.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Administer basic first aid and CPR as needed.

Assists in the coordination of transportation for field trips and special events; organizes and maintains the district program used to display assigned field trips; assures accurate and adequate transportation services in support of student activities; calculates costs for field trips and special events.

Communicates with drivers, school and office staff regarding schedule or route changes; informs school sites of transportation schedule changes.

Compiles data from a variety of sources; types and inputs data related into an assigned system; makes necessary corrections and assures accuracy of input data; prepares maps and routine instructions as required.

Develops, coordinates and revises regular and special bus routes and schedules; bid process, maintains the effective and efficient utilization of drivers and vehicles; accommodates changes in passenger load, pick-up points, and safety concerns; enforces compliance of routes and schedules with established policies and procedures.

Dispatches emergency equipment to breakdown or accident locations; contacts emergency services regarding vehicle collisions; notifies garage of inoperative vehicles.

Drives a school bus over designated routes in accordance with time schedules as needed.

Monitors, coordinates and prioritizes transportation needs and schedules; oversees arrival and departure times of drivers/buses; schedules substitute drivers and equipment as necessary; communicates with bus companies and schools to make transportation arrangements.

Operates a two-way radio to dispatch drivers and vehicles in accordance with established schedules and to fulfill special transportation requests; communicates with school bus drivers regarding schedule or route changes, vehicle breakdowns, accidents, emergencies, road conditions, road hazards and other concerns; notifies drivers or authorities as appropriate.

Operates a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

Performs a variety of administrative support functions for the Transportation department including answering telephones and responding to inquiries and special requests; sends and receives emails; directs inquiries to the appropriate department or person as needed; provides or verifies information; responds to parent, staff and student questions regarding transportation program; resolves pupil transportation issues and concerns.

Prepares and maintains a variety of logs, lists, records, maps, reports and files related to pupil transportation; maintains driver attendance records.

Provides technical expertise, information and assistance to the Supervisor-Transportation, Director and other transportation staff regarding transportation activities; assists in the formulation and development of policies, procedure and programs.

Schedules and dispatches bus drivers and vehicles; establishes routes and schedules in accordance with established guidelines; reviews routes and schedules to accommodate changes; updates route sheets for drivers.

Serves as a liaison for special situations routing including transportation for NCLB, Homeless, Overflow and ARP students; maintains contact with appropriate district personnel and parents to planning and implementing special transportation services.

Trains and provides work guidance to assigned staff.

OTHER DUTIES:

Attends and participates in meetings, in-service trainings, workshops and conferences.

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of transportation planning and dispatching transportation vehicles.
Geographic areas of District, County, location and attendance boundaries of District schools.
Appropriate pupil load and distributions.
Safe and defensive driving practices.
Proper operations of school buses.
Applicable laws, codes, rules and regulations related to pupil transportation.
State licensing requirements.
Modern office practices, procedures and equipment.
Basic first aid, CPR & AED procedures.
Health and safety regulations.
Telephone techniques and etiquette.
Record-keeping techniques.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.

ABILITY TO:

Plan, coordinate and develop bus routes and schedules.
Assign bus drivers to designated routes and special event trips.
Review routes and schedules to accommodate changes.
Maintain a variety of logs, records and files.
Serve as a liaison for District personnel, parents and outside organizations to facilitate special transportation services.
Interpret, apply and explain laws, codes, rules and regulations related to assigned activities.
Drive a school bus safely and efficiently.
Maintain bus in clean and proper working condition.
Conduct safety inspections and perform routine preventive maintenance.
Observe legal and defensive driving practices.
Plan and organize work.
Adapt to changing work priorities.
Answer telephones and greet the public courteously.
Understand and resolve issues, complaints or problems.
Meet schedules and timelines.
Operate a variety of office equipment including a computer and assigned software.
Operate a two-way radio.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Administer first aid.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or equivalent GED and three years of experience driving a bus including responsibility for planning and scheduling bus routes.

LICENSES AND OTHER REQUIREMENTS:

Successful passage of the District's job-related proficiency test.
California School Bus Driver's Certificate
Valid California Class B Driver License with P/S endorsements.
Valid First Aid and CPR certificate issued by an authorized agency.
Medical Examiner's Certificate.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment.
Seasonal heat and cold or adverse weather conditions.
Evening or variable hours.
Exposure to fumes, dust, odors, oil, grease and gases.
Driving a vehicle to conduct work.
Constant interruptions.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person and on the telephone.

Sitting for extended periods of time.

Bending at the waist, kneeling or crouching to retrieve materials and files.

Reaching overhead, above the shoulders or horizontally.

Seeing to read a variety of materials.

HAZARDS:

Potential contact with blood and other body fluids.

Potential contact with blood-borne pathogens and communicable diseases.

Traffic hazards.

FLSA Status

Non Exempt

Approval Date

3/01/08; 10/29/15, 9/28/17