

## **TRANSPORTATION DISPATCHER**

### **BASIC FUNCTION:**

Under the supervision of the Transportation Manager or designee, perform a variety of functions in support of transportation department: schedule and dispatch drivers; coordinate the assignment of regularly scheduled routes, special events, field trips, and white fleet vehicles; recordkeeping for payroll, mileage, student conduct tracking, fleet maintenance records. Dispatch district white fleet vehicles: complete monthly and annual reports. Maintain transportation records. Communicate with parents, students, and the public.

### **REPRESENTATIVE DUTIES:**

- Monitor and analyze transportation schedules and routing operation to ensure compliance with service needs and to maximize transportation effectiveness. **E**
- Assist in establishing bus routes and stops. **E**
- Schedule and dispatch school bus drivers and vehicles on established routes and activity trips. **E**
- Coordinate and assign activity trips, working with school sites and charter bus companies. Ensure all documentation is in place for the billing of activity trips and approvals are complete; book hotel reservations as needed for trips. **E**
- Monitor radio communications between dispatch office and school sites, fielding parent calls. **E**
- Input and maintain records for payroll, vehicle mileage, student counts, student conduct reports, vehicle maintenance records, activity trips, and daily parent call logs. **E**
- Gather and compile information for a variety of reports including but not limited to reports regarding safety hazards. **E**
- Setup and modify routing software, activity trip planning, GPS, and video software. **E**
- Meet with parents and school officials regarding pupil discipline, including the discussion of bus conduct reports. **E**
- Respond to late evening and weekend telephone calls from drivers and staff. **E**
- Operate office machines including computer, calculator, copier, and audio-visual equipment. **E**
- Compose letters, agendas, reports, and other documents requiring independent judgement regarding format and content. **E**
- Review and check documents for completeness, accuracy and conformance with applicable rules and regulations as well as procedural requirements.
- Set up and maintain filing systems.
- Order supplies and equipment.
- Act as bus attendant or Bus Driver, as needed. **E**
- Perform other related duties as assigned.

**KNOWLEDGE OF:**

Applicable sections of California Education Code, DMV regulations, and other applicable codes, laws, rules, and regulations.

Telephone and radio technique and etiquette.

Record keeping techniques.

Correct oral and written usage of English and a designated second language.

Interpersonal skills using tact, patience, and courtesy.

Operation of modern office equipment including computers, fax machines, duplicating machines, software, etc.

School bus driver requirements.

**ABILITY TO:**

Dispatch drivers and vehicles in an organized manner for efficient coverage of daily routes and activity trips.

Deal tactfully with the public, staff, and students.

Organize, coordinate, and communicate tactfully with school bus drivers.

Adjust quickly to frequent changes in priority.

Perform a variety of complex and technical clerical work involving use of independent judgment with accuracy and speed.

Maintain records and prepare reports for District, State, and Federal compliance.

Oversee assigned district and school site budget accounts.

Understand, interpret, and apply programs, policies, rules, objectives, and written directions.

Compose correspondence.

Read, write, translate, and interpret English and a designated second language.

Perform duties effectively with many demands on time and frequent interruptions.

Establish and maintain cooperative, effective working relationships with diversified staff and public.

Plan and organize work effectively; meet schedules and timelines.

Communicate effectively verbally and in writing.

Follow and give written and verbal instructions.

Lift boxes of supplies and materials weighing up to 30 pounds.

Submit to and pass pre-employment and random drug screening.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to graduation from high school, supplemented by course work in secretarial science or a related field, and three years of responsible clerical or secretarial experience.

**WORKING CONDITIONS:**

Office environment, mechanic shop, in and around buses, and outside.

Frequent interruptions.

**PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate a computer keyboard and other office equipment.

Hearing and speaking to exchange information in person or on the telephone. Seeing to read, prepare, and review various materials.

Walking throughout the facility, including the mechanic shop and yard.

Climbing in and out of school buses.

**LICENSES AND OTHER REQUIREMENTS:**

- Possession of a valid and appropriate California Class B commercial driver's license required within the first six months of employment.
- Valid California School Bus Driver Certificate issued by the California Highway Patrol required within the first six months of employment.

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SMJUHSD

Range 21