

## TRANSPORTATION DISPATCHER/INSTRUCTOR

### BASIC FUNCTION:

Under supervision, train prospective and district employed school bus drivers, assist in maintaining an active safety training program, generate statistical reports and maintain records.

### REPRESENTATIVE DUTIES:

- Train prospective school bus drivers as well as those currently employed by the school district. **E**
- Instruct drivers in all phases of bus operation, use of equipment, safety practices, first aid, laws, regulations, and other training necessary for certification requirements to become a bus driver as well as for bus driver renewal certificates. **E**
- Assist Transportation Manager in establishment of bus routes and stops, and make reports regarding any safety hazards. **E**
- Assist in maintaining records for all drivers' certification. **E**
- Keep abreast of federal and state laws and regulations and district policies and procedures. **E**
- Meet with parents and school officials on pupil discipline, including the discussion of bus conduct reports. **E**
- Respond to late evening and weekend telephone calls from drivers and staff. **E**
- Serve as liaison with staff, California Highway Patrol, and other organizations as required. **E**
- Dispatch drivers, buses and district vehicles. **E**
- Operate a school bus over designated routes in transporting students. **E**
- Operate office machines including computer, calculator, copier, and audio-visual equipment. **E**
- Gather and compile information for reports. **E**
- Type letters, agendas, reports, and other documents requiring independent judgement as to format and content. **E**
- Set up and maintain filing systems. **E**
- Order supplies and equipment. **E**
- Provide information for and assistance to staff, public and students. **E**
- Supervise other employees and/or students. **E**
- Responsible for department in absence of supervisor. **E**
- Other related duties.

### KNOWLEDGE OF:

Safe driving practices

California Highway Patrol 82.7, California Code of Regulations Title 13, California Vehicle Code, and California Education Code applicable to school transportation

Principles and practices of conducting quality training programs for school bus drivers

Correct English usage, spelling, and grammar

Office terminology, procedures and equipment

District policies and procedures

### ABILITY TO:

Follow and give written and oral instructions  
Generate reports and accurate record keeping  
Deal tactfully with personnel, public, staff, and students  
Organize, supervise and deal tactfully with school bus drivers  
Conduct an effective and well organized training program  
Obtain First Aid/CPR certificate  
Submit to and pass pre-employment and random drug and alcohol screening.  
Possess a valid, unrestricted California School Bus Driver Certificate  
Qualify for insurability under the district's standard automobile insurance program  
Complete California State School Bus Driver Instructor Course

**EXPERIENCE/EDUCATION:**

Graduation from high school or equivalent and four years experience as a school bus driver.

7/1/00  
SMJUHSD  
Range 24