

CALEXICO UNIFIED SCHOOL DISTRICT

CLASS TITLE: TRANSPORTATION SCHEDULER/DISPATCHER

RANGE:

BASIC FUNCTION:

Under the direction of the Director of Maintenance, Operations and Transportation or an assigned supervisor. The Transportation Dispatcher coordinates and assigns drivers and equipment to regularly scheduled home-to-school, special needs student routes, curricular and extra-curricular field trips, athletic events, etc. Plans, develops, maintains and continuously updates school bus and other vehicle routes ensuring the overall coverage required to meet the transportation operation scheduling demands are met.

REPRESENTATIVE DUTIES:

Collaborates with school site personnel and special education administrators on concerns related to transporting special education students. *E*

Collaborates with county officials and regional program (non-public schools) administrators on special education students and route services. *E*

Coordinates scheduling and use of transportation equipment (e.g. field trips, extra-curricular activities, athletic trips, etc.). *E*

Schedules bus routes, summer school, field trips, and Special Education transportation. *E*

Dispatches drivers for the purpose of meeting the schedule demands of district routes, county programs, non-public schools and curricular and extracurricular events. *E*

Observes and evaluates bus routes to ensure integrity of schedule and/or ensure compliance with California Highway Patrol and vehicle code as well as to provide services in a safe and cost effective manner. *E*

Resolves schedule problems (e.g. verifies a.m. schedule, handles substitutions, etc.) to ensure all routes are covered. *E*

Oversees drivers' times, and assignments to ensure adequate coverage. *E*

Inspects Charter Bus equipment, licenses, School Pupil Activity Buses (SPAB) Certification, medical exams and logbooks when under contract with the District to transport students on activity trips (e.g. Grad Night) to ensure adherence to District and/or State requirements. *E*

Maintains a variety of manual and electronic documents, files and/or records (e.g. incident reports, inspections, student count, state reports, field trip documentation, etc.) to document activities, provide reliable information, and comply with district, state and federal requirements. *E*

Monitors a variety of activities and/or program components (e.g. invoicing, scheduling, reservation, etc.) to ensure compliance with financial, legal and/or administrative requirements. *E*

Performs functions of bus driver and bus attendant as needed. *E*

Recommends policies, procedures and/or actions (e.g. boundary changes). *E*

Responds to school site administrators, parents and county program official inquiries. *E*

Responds to accident reporting protocols and notifies motor carrier (California Highway Patrol) in the event of a school bus accident. *E*

Utilize two-way radio for bus to bus and bus to base communication. *E*

Operate computers, notepads and/or iPads. *E*

Perform related duties as assigned. *E*

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Safe driving practices.
- Provisions of the California State Motor Vehicle code and Education Code applicable to the operation of vehicles transporting students.
- Methods, practices and procedures of routing and dispatching transportation vehicles.
- Record-keeping techniques.
- Basic math calculations including using fractions, percentages and ratios.
- Health and safety regulations.
- Operation of a computer and two-way radio.
- Telephone techniques and etiquette.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- First Aid practices.

ABILITY TO:

- Schedule a significant number of activities, meetings, and/or events/multi-task.
- Gather, collate and work with data using defined processes.
- Maintain routine records.
- Read a variety of manuals, interpret and apply applicable laws, codes, rules and regulations related to assigned activities.
- Write documents following prescribed formats or software.
- Analyze guidelines, solve issues and create action plans.
- Solve practical problems.
- Operate equipment using a variety of standardized methods.
- Create and learn designated bus routes including stops and traffic hazards.

- Operate a school bus over designated routes in accordance with time schedules, picking up and discharging students.
- Maintain order and discipline among students while driving a school bus.
- Maintain assigned vehicle in a clean and safe operating condition if driving.
- Observe legal and defensive driving practices.
- Recognize equipment malfunctions and take appropriate action.
- Understand and follow oral and written directions.
- Meet schedules and time lines.
- Adapt to changing work priorities.
- Present information to others.
- Work with a diversity of individuals.
- Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or equivalent GED and:

- Three years of experience driving a bus.
- Three years of experience planning and scheduling bus routes.
- Three years dispatching experience.

LICENSES AND OTHER REQUIREMENTS:

- A valid California Class ‘A’ or Class ‘B’ driver’s license with a ‘P’ passenger, air brakes, and school bus endorsements.
- A valid California School Bus Driver Certificate.
- A valid Medical Card/Certificate.
- A valid CPR and First Aid certificates.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

School bus environment.

Driving in various road and weather conditions.

Noise.

PHYSICAL DEMANDS:

Lifting, carrying and/or pushing to assist children on and off the bus as needed.

Kneeling, crouching and/or crawling.

Fine finger dexterity.

Dexterity of hands and fingers to operate a computer keyboard.

Sitting for extended periods-of-time.

Hearing and speaking to exchange information.

Seeing to monitor students and perform assigned transportation activities.

HAZARDS:

Traffic hazards when operating a school bus or other vehicle; stopping traffic and escorting students across streets.

NOTE:

Safety-sensitive job class. Employees in this job class will be subject to random selection for alcohol or controlled substance testing.