



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
APPROVED MOTION NO. 22-2022/23
DOCUMENT NO. 10-2022/23
DATED 10/19/2022

TRANSPORTATION DISPATCHER

DEPARTMENT/SITE: Transportation

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE: 32

WORK CALENDAR: 261 Days

REPORTS TO: Supervisor of Transportation
Operations

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Director of Transportation, the Transportation Dispatcher is responsible for efficiently planning, coordinating, dispatching, and overseeing assigned school bus fleet activities and bus drivers; processing service requests pertaining to routine and emergency maintenance issues; maintaining department records in accordance with mandated requirements; and coordinating assigned projects. The incumbents in this classification provide the school community with student transportation services which directly support student learning and achievement.

DISTINGUISHING CHARACTERISTICS

Positions in the Transportation Dispatcher classification are distinguished from other classifications in Transportation Services in their assignment to plan, coordinate, dispatch, and oversee assigned school bus fleet activities and perform the duties of a Bus Driver as assigned.

The Bus Trainer/Dispatcher is responsible for planning and conducting training activities for prospective, substitute and current Bus Drivers that adhere to State requirements and perform the duties of a Dispatcher or Bus Driver as assigned.

The Transportation Router is responsible for developing and maintaining computerized bus routes and schedules for District bus routes; and performs the duties of a Bus Driver as assigned.

The Bus Driver is responsible for safely transporting students along designated routes, ensuring proper student behavior and vehicle safety.

The Relief Bus Driver is responsible for safely transporting students along designated routes. The primary difference between this classification and the Bus Driver classification is that the Relief Bus Driver does not have a regularly scheduled route.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Attends unit meetings, in-service training and workshops to gather information required to perform job functions.
- Collaborates with supervisor in developing routes and schedules (e.g., routes, workload, special trips, driver training, etc.) to determine driver and equipment requirements.

- Communicates with drivers, teachers, parents, and principals to discuss issues and discipline problems, exchange information, prepare schedules, and resolve questions or concerns.
- Compiles a variety of data (e.g., dispatch logs) to develop formal reports, convey information and comply with mandated requirements.
- Confers with Supervisor – Transportation Operations regarding policies, procedures and/or actions (e.g., boundary changes, personnel requirements, dispatching problems) to provide information for decision making and for enhancing student transportation services.
- Coordinates assignment of field trips, extra-curricular activities, and special events; processes and maintains field trip requests and information; logs requests and prepares related records; assists in the coordination of charter vehicles; assures proper coverage of field trips and special events.
- Coordinates bus driver substitute coverage.
- Develops and implements workable solutions to daily operation problems to bring immediate resolution to current and potential problems.
- Dispatches the District bus fleet to meet student transportation needs.
- Drives a school bus over designated routes in emergency situations; performs pre-trip and post-trip inspections maintains order and proper discipline of student passengers according to District policy.
- Informs school personnel and parents of practices (e.g., rules, regulations, laws) to provide information for their follow-up action.
- Processes a variety of materials (e.g., service orders, route changes) to update and distribute information, and or/ comply with mandated requirements .
- Responds to injuries and/or accidents to comply with established policies and regulatory guidelines.
- Responds to inquiries from students, parents, and/or staff (e.g., stop locations, schedule, State-regulated policies) to provide the necessary information regarding transportation services.
- Schedules work assignments, including coverage for ill drivers or breakdowns, to ensure completion of transportation routes in a timely manner.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Procedures, methods and techniques of dispatching and scheduling buses
- Proper operations of school buses and school transportation vehicles
- Safe and defensive driving methods and techniques
- All applicable provisions of the California Vehicle Code, California Code of Regulations, and Education Code relating to student transportation
- District organization, operations, policies, and objectives
- Classified collective bargaining agreement as pertains to Bus Driver bidding rules and field trip assignments
- Basic maintenance requirements
- District geographic areas
- Appropriate Health and Safety regulations, safety precautions and procedures
- Standard first aid procedures
- Proper lifting techniques
- Basic record-keeping and report preparation techniques
- Emergency evacuation techniques
- Utilization of wheelchairs, tie downs, child safety seats, lifts, etc. (by assignment)
- Basic record-keeping and report preparation techniques
- Operation of a computer and assigned software

Skills and Abilities to:

- Operate standard office equipment including using a variety of software applications; database management, computer-based routing systems, and software applications
- Apply District and other applicable rules and regulations pertaining to pupil transportation
- Adhere to safety practices; learn and observe legal and defensive driving practices
- Learn and follow designated routes
- Maintain a safe discipline level among passengers
- Conduct safety inspections and perform routine preventive maintenance
- Comprehend and follow equipment instructions for student assistive devices such as wheelchairs
- Assist in loading and unloading students with special needs
- Administer first aid
- Analyze situations to define issues and draw conclusions
- Operate district vehicles, fire extinguisher, two-way radio and standard office equipment
- Prepare and maintain accurate records
- Adapt to changing work priorities
- Work with a diversity of individuals and/or groups
- Exercise sound judgment
- Create safe environment for students
- Understand and carry out oral and written instructions
- Work independently with little direction
- Make common sense decisions in potentially critical situations
- Communicate with diverse groups including school age riders; displaying tact and courtesy; establishing and maintaining effective working relationships
- Maintain an understanding of the special needs of students and their parents
- Maintain student confidentiality
- Work with constant distractions

RESPONSIBILITY:

Responsibilities include working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION REQUIRED:

High School diploma or GED.

EXPERIENCE REQUIRED:

Two (2) years of responsible school bus driving experience.

LICENSE(S) REQUIRED:

- Possession of a valid California Class A or B Commercial Driver's License with appropriate endorsements and remain insurable at the District's standard insurance market rate. Current DMV report.
- Valid California Special Driver's Certificate for School Bus
- U.S. Department of Transportation DL-51 Medical Examiner's Certificate
- Valid First Aid Certification (as required to maintain valid and current CA Special Driver's Certificate for School Bus)

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Pre-employment physical exam F through District's provider at District's expense
 - Post-employment random drug screen testing, as currently required under DOT regulations, to maintain California Commercial Driver's License through District's provider at District's expense

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Work takes place indoor and outdoor, and requires sitting, standing or walking for extended periods of time.
- Lift or carry students or items up to 50 lbs.
- Physical abilities include stooping/crouching, reaching/handling, bending at the waist, kneeling, crawling or crouching to assist students and to retrieve and store materials
- Hearing and speaking to exchange information
- Visual acuity near/far to see streets, roadways, and traffic, and to supervise students
- Drives a school transportation vehicle