

DISPATCHER/SCHEDULER

DEFINITION:

Under the supervision of , the Transportation Administrator , schedules athletic and educational field trips; assist as needed scheduling driver assignments for home-to-school, performs various duties supporting the regular and Special Education program operations; communicates with drivers via two-way radio and telephone communications.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Schedules drivers and assigned transportation equipment for field trips, extra-curricular transportation services.
- Monitors arrival and departure times of drivers and buses; schedules substitute transportation equipment as needed; communicates with bus companies and school transportation arrangements.
- Prepares

- Applicable laws, codes, rules and regulations related to pupil transportation including provisions of California Vehicle Code and Education Code.
- Proper operations of school buses.
- Geographic areas of District, County, location and attendance boundaries of District schools.
- Appropriate pupil load and distributions.
- Modern office practices, procedures and equipment.
- Health and safety regulations.
- Methods, practices and procedures of transportation planning and dispatching transportation vehicles.
- Operation of a computer, assigned software and two-way radio.
- Record-keeping and filing preparation techniques.
- Telephone techniques and etiquette.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.

Ability to:

- Perform various duties to support the transportation requirements of the District.
- Interpret, apply and explain laws, codes, rules and regulations related to assigned activities.
- Drive a school bus safely and efficiently.
- Plan, schedule and assign bus drivers to field trips, extra-curricular and athletic transportation services.
- Schedule transportation equipment appropriately.
- Observe legal and defensive driving practices.
- Prepare and maintain a variety of logs, records and reports.
- Operate a variety of office equipment including a computer and assigned software.
- Operate a two-way radio.
- Work independently with little direction.
- Plan and organize work.
- Answer telephones and greet the public courteously.
- Understand and resolve issues, complaints or problems related to assigned activities.
- Meet schedules and time lines.
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Indoor and outdoor work environment. Constant interruptions. Driving a vehicle to conduct work. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Hazards include:

- Seasonal heat and cold or adverse weather conditions.
- Exposure to noise levels up to 7.7 (3.3) (e)-7.3 (t)-5.1-3.3 (o) up to 2.2 (at)-0.6 (T) 2.5 (l)-7.3 (mt)-541-3.3 (1)-1.1 (o)-1.3, Tc 0.d) up to 7.3 (