

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 ass

- Schedules drivers and assigned transportation equipment for field trips, extra -curricular transportation services.
- Monitors arrival and departu re times of drivers and buses; schedules substitute of transportation equipment as needed; communicates with bus companies and school transportation arrangements.
- Prepares
 - Notifies garage of inoperative vehicles.
 - Performs varied clerical duties including data entry related to assigned ac prepares maps and routine instructions for additional trips as required.
 - Monitors schedules and informs appropriate personnel of issues with routes
 - Assists with pupil behavior management problems per established procedures transportation complaints.
 - Calculates costs for field trips and special events.
 - Performs a variety of administrative support functions for the Transportation dep answering telephones, greets visitors and responding to inquiries and special receives emails; directs inquiries to the appropriate department or person as n parent and student questions regarding transportation program; assists transportation issues and concerns.
 - Operates a variety of office equipment includin g calculator, copier, fax ma assigned software.
 - Enforces District Policy and Procedures and maintains student discipline on the
 - Dispatches emergency equipment to breakdown or accident locations; contacts regarding vehicle collisions; notifies garage of inoperative vehicles.
 - Attends and participates in meetings and in -service trainings as assigned.
 - Drives a school bus; over designated routes in accordance with time schedules and evaluates traffic conditions, and road hazards; drives other District vehicles

QUALIFICATIONS GUIDE

Knowledge of:

Safe driving methods, defensive driving practices and procedures.

- 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 p reparation 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.
- Interp ret, 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 i ndependently 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.

•

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 f unctions 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.
- Exposu (n)7.7 (3.3 (e)-7.3 (t)-5.1-3.3 (o)st4dp2.2 (at)-0.6T2 2.5 ()-7.3 (mt)-541-3.3 (1-.1 (o)-1.3, Tc 0.d)]TJ 0 -7.3 (