

## DISPATCHER / ASSISTANT

Board approved January 17, 2001

Range 4 Schedule A

### Definition

Under direction, to construct bus schedules and routes to assure optimum efficiency; to dispatch bus driver; to drive a school bus for the purpose of transporting students; and to do related work as required.

### Examples of duties

#### **Clerk:**

Accounts receivable, assists with payroll preparation for drivers, and other work as assigned.

#### **Dispatcher:**

Works with Dispatcher to construct and modify bus schedules and routes, schedule special trips, maintain a calendar of special trips; acts as a liaison between drivers and the Agency Administrative Staff; in Dispatcher's absence answers questions regarding routes and schedules; also arrange for substitute bus drivers; maintain such records as may be assigned by supervisor; maintain files; operate computer equipment; receives and transmits radio communications; advises proper authorities regarding emergencies; routes emergency buses to locations of bus breakdown or accidents to pick up students from involved vehicles; arranges for repair when buses break down on routes; maintains needed radio logs on vehicles' activities; answers telephones and performs general clerical duties. May perform other duties as directed.

#### **Driver:**

Operates a small or large (Type I/or Type II) school bus on scheduled routes and on special trips; daily inspects operating safety of the bus (Title 13) reporting defects and preparing work order forms; may put on tire chains; supervises orderly loading and unloading of students; may load and unload handicapped students, using lift for wheel chairs, and other special equipment; escorts elementary students who must cross streets; enforces agency policy and procedures in maintaining discipline on buses; maintains window and interior cleanliness of bus; provides emergency first aid as required; records and submits reports on driving times, mileage, pupil count and safety inspections.

## **Employment Standards:**

Education and Experience: Any combination equivalent to graduation from high school and any combination equivalent to two years of general clerical experience. Bus driving experience, computer experience, and radio/dispatcher experience helpful.

Knowledge and Abilities: Knowledge of provisions of the California Vehicle Code, Administrative Code, and Education Code applicable to the operation of vehicles transporting school students; knowledge of basic mechanical functions of school buses; knowledge of office methods and procedures; knowledge of proper English usage, spelling, vocabulary and punctuation; ability to construct a large number of bus routes, coordinate them, and make logical, rapid adjustments; ability to learn to operate computer equipment; ability to learn and remember the location of bus routes and types of students assigned to each route; ability to speak clearly and distinctly, ability to learn pertinent rules and regulations, ability to understand and follow directions; ability to recognize potential personal accident hazards and prevent same; ability to operate standard office equipment, ability to type, ability to perform routine clerical duties with speed and accuracy; ability to work cooperatively with others, including but not limited to supervisors, Board members, administrators, bus drivers, and the public.

License or Other Requirements: Possession of or ability to obtain a valid School Bus Driver's Certificate issued through examination by the California Highway Patrol and possession of a driver's medical certificate. In order to obtain the Highway Patrol permit, a candidate must first possess a Class B California Operator's License with a "P" endorsement issued by the State Department of Motor Vehicles.

### **Medical Category: Category III (Heavy Physical Effort)**

Positions in this category require physical ability associated with prolonged periods of heavy physical labor.

Position regularly performs heavy physical labor requiring ability to lift, carry, push, pull, and move heavy objects or materials.

Great Physical effort such as lifting fifty (50) pounds on a continuous basis.

Physical functions involve heavy physical exertion.

Lifting fifty (50) pounds or carrying any object twenty-five (25) pounds.