

MID-PLACER PUBLIC SCHOOLS TRANSPORTATION AGENCY

DISPATCHER
Supervisory/Confidential
12 Month
Range 2

ORGANIZATIONAL RESPONSIBILITY

The Dispatcher is responsible to the Chief Executive Officer of the Mid-Placer Public Schools Transportation Agency.

DEFINITION

Under general direction, to construct bus schedules and routes for a large school bus system, assure optimum efficiency, and provide supervision for bus drivers.

DISTINGUISHING CHARACTERISTICS

Positions in this class are responsible for constructing bus schedules, routes, and driver schedules for a large, complex school bus system comprised of a number of school districts joined in a consortium.

EXAMPLES OF DUTIES

(The listed examples do not represent all duties which may be performed by this position.)

Reviews projections of student population and constructs and modifies bus schedules and routes.
Schedules special trips.
Reviews busing requirements for each school with the Chief Executive Officer on a regular basis.
Confers with the Chief Executive Officer regarding any problems with schedules and routes.
Recommends appropriate disciplinary action for personnel when needed.
Answers questions regarding routes and schedules.
Operates computer equipment.
Receives and transmits radio communications.
Receives communications from drivers relating to student difficulties occurring on buses and advises proper authorities regarding emergencies.
Routes emergency buses to locations of bus breakdowns or accidents to pick up students from involved vehicles.
Arranges for repair when buses break down on routes.
Maintains needed radio logs on vehicle activities.
Arranges for substitute bus drivers.
Contacts school district personnel regularly to determine if service is effective.
Arranges for regular route audits by Training and Safety Coordinator and maintains such records as may be assigned by the Chief Executive Officer.
Maintains files, reviews time cards.
May serve as a stand-in bus driver, driving a school bus over designated routes in accordance with time schedules, picking up and discharging students, and maintaining order among students.
Maintains a calendar of field trips.
Answers telephones and performs general clerical duties.
Performs related work as required.

DESIRABLE QUALIFICATIONS

Knowledge of: Provisions of the California Vehicle Code, Administrative Code, and Education Code applicable to the operation of vehicles transporting school students.

Desirable Qualifications continued:

Basic mechanical functions of school buses.
Office methods and procedures.
Proper English usage, spelling, vocabulary and punctuation.

and

Ability to: Construct a large number of bus routes, coordinate them, and make logical, rapid adjustments.
Learn to operate two-way radio and telephone communications equipment.
Learn to operate computer equipment.
Learn and remember the location of bus routes and the types of students assigned to each route.
Speak clearly and distinctly.
Learn pertinent rules and regulations.
Understand and follow directions.
Recognize potential personal accident hazards and prevent same.
Operate standard office equipment.
Perform cooperatively with others, including but not limited to supervisors, Board members, administrators, bus drivers and the public.

and

Training and Experience:

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.

and

Special Licenses Required:

Possession of a valid School Bus Drivers Certificate issued through examination by the California Highway Patrol.
Possession of a Class B California Operators License with a "P" endorsement issued by the California Department of Motor Vehicles.
Possession of a California drivers license medical certificate.

MEDICAL CATEGORY

(Heavy Physical Effort)

1. Position requires physical ability associated with prolonged periods of heavy physical labor.
2. Regularly performs heavy physical labor requiring ability to lift, carry, push, pull, and move heavy objects or materials.
3. Great physical demands for strength and endurance.
4. Lifting 50 lbs. maximum or carrying any object weighing over 25 lbs.