

MT. DIABLO UNIFIED SCHOOL DISTRICT

TRANSPORTATION DISPATCHER-ROUTER/DISPATCHER

Primary Function

Under direction, plans bus routes and schedules to transport students to and from an assigned group of schools.

Directly Responsible To

Supervisor, ~~Transportation~~ Transportation Coordinator

Supervision

Supervises assigned classified staff.

Major Responsibilities

1. Develops bus routes and schedules to provide the most efficient and economical method of transporting students to and from schools within prescribed time limits.
2. Implements changes in daily schedules to adjust to special circumstances and events.
3. Handles student behavior citations and related records.
4. Assigns substitute drivers when regular drivers are absent.
5. Implements special provisions as necessary for handicapped and disadvantaged children special needs students.
6. ~~Assists the drivers in reading maps and locating new stops.~~ Works with drivers to identify routing issues.
7. ~~Assists in the identification and follow up on safety hazards.~~
8. ~~Assists in working with the police department to resolve traffic and juvenile problems.~~
9. ~~Checks the stops along the route and evaluates the road conditions.~~
10. ~~Works with the Public Works Department to secure the necessary traffic signs along the routes.~~
11. Prepares reports, forms and correspondence.
12. Operates a school bus over a designated route as needed.
13. Attends job related meetings and activities specified by the Supervisor, Transportation.

Transportation Dispatcher - cont'd

14. Performs additional duties assigned by the ~~Supervisor, Transportation~~ Transportation Coordinator, as an adjunct to regular stated duties.
15. Performs those duties and responsibilities, including supervisory and advisory duties, as may be prescribed by the Superintendent.
16. Works in collaboration with other dispatch staff.
17. Acts as back up to dispatch staff when needed.

Qualifications

Knowledge and Skills

1. Knowledge of the provisions of the California Motor Vehicle Code and the State Department of Education Code applicable to the operation of vehicles transporting school students.
2. Knowledge of the principles and practices of safe driving.
3. Knowledge of the techniques and methods of scheduling personnel and equipment.
4. Knowledge of the local geography, road systems and traffic patterns.
5. Knowledge of the principles and practices of effective supervision.
6. Skill in planning and developing bus routes and schedules.
7. Skill in maintaining good relationships with school officials, representatives from other governmental agencies, and the general public
8. Skill in reading road maps.
9. Skill in maintaining records and preparing reports.

Education, Training, and Experience

1. Successful experience in school bus driving.
2. Successful experience in scheduling equipment and personnel.
3. Strong computer skills in various Computer Applications.

Licenses and Other Professional Requirements

1. Possession of a California ~~Class II Driver's License~~ and a Class-I B School Bus Driver's Certificate issued by the California Highway Patrol.
2. Ability to pass mandatory drug and alcohol testing.

Physical Abilities

1. Ability to read maps and routing materials, read instructional materials; hearing and speaking to exchange information on the phone and in person and provide assistance to staff; walking, reaching, holding with arms, bending at the waist, crouching, and squatting as needed; dexterity of hands and fingers to operate specialized equipment and/or office equipment; ability to lift up to 25 pounds.

Working Conditions

1. Walking on hard surfaces.
2. Ability to sit at a computer for long periods of time.

Adopted by the Board of Education 3/10/98 Revised by the Board of Education

DMA Range 3