

JOB DESCRIPTION
Grossmont Union High School District

BUS DISPATCHER

Purpose Statement:

The job of Bus Dispatcher is done for the purpose/s of coordinating and assigning drivers and equipment to regularly scheduled home-to-school runs, special excursions and field trips; maintains routes; ensuring the overall coverage required to meet the transportation operation scheduling demands; and evaluating, resolving and/or recommending solutions to incidents, complaints and/or accidents.

This job reports to Director, Transportation

Essential Functions

- Collaborates with school site personnel and special education administrators on concerns related to transporting special education students for the purpose of resolving transportation issues and delivering services in conformance with District objectives.
- Coordinates scheduling and use of transportation equipment (e.g. field trips, extra curricular activities, athletic trips, etc.) for the purpose of meeting organization's emergency and routine transportation requirements.
- Dispatches drivers for the purpose of meeting the schedule demands.
- Evaluates bus routes for the purpose of providing services in a safe and cost effective manner.
- Informs school personnel, parents, etc. of practices and incidents (e.g. rules, regulations, laws, procedures, etc.) for the purpose of providing information for follow-up action and/or proper procedures.
- Inspects contractor's equipment, licenses, certificates, medical exams and log books when under contract with the District to transport students on activity trips (e.g. grad night) for the purpose of ensuring adherence to District and/or State requirements.
- Maintains a variety of manual and electronic documents, files and/or records for the purpose of documenting activities, providing reliable information, and complying with district, state and federal requirements.
- Monitors a variety of activities and/or program components (e.g. billing, scheduling, etc.) for the purpose of ensuring compliance with financial, legal and/or administrative requirements.
- Observes and evaluates bus routes for the purpose of ensuring integrity of schedule and/or ensuring compliance with California Highway Patrol and vehicle code.
- Oversees drivers' times, and assignments for the purpose of ensuring adequate coverage.
- Performs functions of bus driver as needed for the purpose of meeting student transportation needs.
- Performs functions of bus drivers and bus attendant as needed for the purpose of meeting student transportation requirements.
- Prepares documentation (e.g. incident reports, inspections, student count, state reports, field trip documentation, etc.) for the purpose of providing written support and/or conveying information.
- Recommends policies, procedures and/or actions (e.g. boundary changes) for the purpose of providing direction and/or making decisions.
- Resolves schedule problems (e.g. verifies a.m. schedule, handles substitutions, etc.) for the purpose of ensuring all routes are covered.
- Responds to inquiries for the purpose of providing information, direction and/or resolution.

- Schedules bus routes, summer school, field trips, and Special Education transportation for the purpose of ensuring students are transported in a timely efficient manner.

Other Functions

- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in Transportation; planning and managing projects; preparing and maintaining accurate records; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: safety practices and procedures; provisions of the California Motor Vehicle Code and Education Code applicable to the operation of school buses; first aid practices; methods and practices of driver instruction and training.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; working as part of a team; and multitasking.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and tracking budget expenditures. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 75% sitting, 20% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is desired.

Education Targeted job related education that meets organization's prerequisite requirements.

Required Testing

Alcohol and Drug Test

Certificates & Licenses

Valid California Commercial Class A or B Driver's License with passenger, air brakes, and school bus endorsements
 Medical Certificate
 School Bus Certificate
 First Aid/CPR Certification

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance
 TB Clearance

FLSA Status

Non Exempt

Approval Date

6/15/2006

Salary Grade

Unit I 49