

CENTER JOINT UNIFIED SCHOOL DISTRICT

JOB TITLE: Dispatcher/Relief Bus Driver

DESCRIPTION OF BASIC RESPONSIBILITIES

To develop route schedules, assist in the coordination of bus driver assignments, and provide radio assistance to the bus drivers while on route; drive a school bus as a substitute when necessary.

SUPERVISOR: Transportation Supervisor/Trainer

TYPICAL DUTIES:

1. Assists in the planning and development of school bus routes and driver schedules.
2. Assigns duties to bus drivers for route schedules, times, bus stop location, and trips.
3. Provides recommendations regarding equipment.
4. Maintains records and develops reports as required.
5. Delegates activity trips and maintains a rotation list for drivers on a trip list.
6. Works with parents, program coordinators and schools for the proper transportation of District Special Needs Students.
7. Monitors and maintains radio communication with drivers.
8. Assists drivers to resolve situations involving student discipline/behavior problems, parental questions and complaints, equipment failure and route deviations.
9. Maintains records pertaining to accident/injury reports, field trips/special excursions, bus mileage and student counts.
10. Drives school bus as a substitute driver as needed.
11. Assesses incidents, complaints, and/or accidents to resolve or recommend resolution.
12. Prepares documentation to provide written support and/or convey information.
13. Dispatches drivers to meet the schedule demands.
14. Recommends policies, procedures, and/or actions (i.e., boundary changes) to assist in decisions.
15. Maintains files for documentation for audit purposes and to meet District, State and Federal requirements.
16. Participates in various activities/meetings/training.
17. Performs other duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS:

Knowledge of:

- Vehicle operation;
- Variety of Transportation Office equipment including PC and related software;
- Safe driving practices;

- California Vehicle code and Education Code applicable to the operation of vehicles in transporting students;
- Dispatching/scheduling/bus routing in a school transportation environment;
- Behavior modification techniques to manage behavior of students;
- Streets, roads, housing areas within the District and the area that services the Special Needs students;
- Basic maintenance requirements and Driving Code;
- District policies/regulations regarding transportation of students.

Ability to:

- plan school bus routes and schedules, field trips and special excursions;
- evaluate schedules and meet deadlines;
- operate a school bus and other automotive equipment safely and efficiently;
- operate typical Transportation Office equipment;
- maintain order among students on a school bus;
- understand and carry out oral and written directions;
- make basic mathematical computations;
- prepare and maintain clear and concise records;
- work independently with minimal supervision;
- exercise good judgment and made common sense decisions;
- recognize malfunctions in equipment and take appropriate action;
- plan and organize activities;
- meet and maintain the physical requirements necessary to perform assigned job functions in a safe and effective manner;
- communicate effectively and tactfully in both oral and written form;
- establish and maintain cooperative work relationships with those contacted in the performance of required duties.

EDUCATION, EXPERIENCE AND REQUIREMENTS:

- High School Diploma or equivalent;
- Any combination of education and training which demonstrates the ability to perform the duties of the position;
- Possession of Class B Driver's License, Air Brake Endorsement, Passenger Endorsement, California Special Certificate, and Department of Transportation DL-51 (Medical);
- Evidence of insurability;
- School Bus Driver Certificate;
- CPR and First Aid Certificate;
- TB Test clearance;
- Drug Testing Clearance;
- Criminal Justice Fingerprint clearance.

PHYSICAL CHARACTERISTICS:

1. Sufficient vision to read printed material.
2. Sufficient hearing to conduct in-person and telephone conversations.

3. Understandable voice with sufficient volume and clarity to be heard in normal conversations.
4. Sufficient dexterity to write, use telephone and office equipment.
5. Sufficient mobility to move about the District and drive a vehicle.
6. Sufficient strength to lift 50 lbs. Or carry object weighing over 25 lbs.
7. Physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.