

## East Side Union High School District

### **Job Title: Dispatcher**

#### **Description of basic functions and responsibilities:**

To schedule and assign school buses and drivers to established routes and activity trips for the transport of student; to receive, transmit, relay and monitors radio communications with/between school bus drivers; to operate a school bus as needed: and to maintain records and prepare reports related to transportation operations. Employees in this classification receive limited supervision within a framework of standard policies and procedures. Employees in this classification direct and supervise the work of bus drivers in a lead capacity. This job class exercises responsibility for the efficient scheduling, routing, and assignment of school buses and drivers to designated routes and for effectively handling" processing and following up on driver requests or emergency situations. This job class requires effective communication skills and the ability to remain calm during emergency situations.

#### **Supervisor: Transportation Supervisor**

#### **Typical Duties:**

Schedules and assigns bus drivers for all student transportation needs

Directs the work of drivers in a lead capacity

Prepares and revises bus schedules and assignments according to traffic hazards and student fluctuation

Modifies bus routes and advises affected drivers of schedule/route modifications

Operates dispatching unit in directing drivers on regular/special routes and trips

Receives, transmits, and monitors radio communications between/among school bus drivers and transportation office

Maintains accurate records, files, and activity logs related to transportation operations and prepares reports pertaining to student counts, fuel consumption, mileage, etc.

Acts as information source to drivers, public, school personnel, and other interested parties regarding busing policies, procedures, routes, schedules, and other activities

Receives emergency communications from transportation personnel and notifies appropriate agency (ies) such as fire, ambulance, police, animal control, public works, etc.

## ESUHSD: Dispatcher

Maintains daily logs including radio communications, vehicle breakdowns, and accidents, and vehicle check in/out times

Routes school buses or other vehicles to various locations to pick up students including breakdown or accident sites

Conducts in-service training sessions on radio procedures for school bus drivers

Operates a school bus to transport students to various designated sites as needed

Reads map books and develops maps for designated routes or special trips

Prepares billings for monthly transportation services

Advises bus drivers regarding the proper handling of student discipline problems

Performs related duties as required

### **EMPLOYMENT STANDARDS:**

Possession of safe-driving record

Possession of a valid and appropriate School Bus Driver's certificate

Possession of a valid medical certificate

Possession of a valid Special Driver's Certificate

Possession of a valid First Aid Certificate

Knowledge of the provisions of the California Motor Vehicle Code and the Education Code applicable to the transport of school students

Knowledge of modern office methods and procedures

Knowledge of streets, roads, and school locations in the District

Knowledge of the proper operation a dispatching radio unit

Knowledge of appropriate procedures to be followed regarding the reporting of accidents or other safety hazards

Ability to maintain accurate and current records and files

ESUHSD: Dispatcher

Ability to safely operate a school bus

Ability to direct and schedule the work of others

Ability to communicate effectively in both oral and written form

Ability to direct the work of others

Ability to speak clearly and distinctly

Ability to remain calm in highly stressful situations

Ability to effectively read and interpret road maps

Ability to prepare accurate reports and correspondence

Ability to understand and follow both oral and written instructions independently

Ability to safely operate a school bus in accordance with prescribed laws, regulations, and District policies

Ability to establish and maintain effective work relationships with those contacted in the performance of required duties

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