

ORANGE UNIFIED SCHOOL DISTRICT

TRANSPORTATION DISPATCHER

DEFINITION

Under direction, to assist in the planning, organization and coordination of a pupil transportation program; to schedule and assign bus driver personnel; to review, monitor and audit bus stops and bus routes, and to do other related work as required.

ESSENTIAL DUTIES

- Assist in planning and determining school bus routes and schedules utilizing such factors as traffic conditions, pupil load size, potential road hazards and other factors.
- Prepare recommendations for changes in bus routes and schedules to obtain maximum utilization of equipment and personnel.
- Travel bus routes and evaluate and report view obstructions and road hazards to the appropriate agency.
- Assign and schedule bus drivers to athletic and special study trips in coordination with the regular pupil transportation scheduling.
- Prepare zone maps and discuss bus routing with the drivers.
- Review mileage for student required walking areas.
- Arrange for and assign substitute drivers.
- Maintain and compile data and information regarding the pupil transportation program, and prepare concise and clear summaries as required.
- May assist in the planning, organization and conduct of transportation personnel orientation and training programs.
- Confer with, counsel and advise transportation, school and administrative personnel concerning student behavior management problems, scheduling conflicts and the resolution of complaints or problem situations.
- Conduct bus inspections and report damage, vandalism and needed maintenance.
- May drive a school bus in an emergency situation or on a relief basis.

QUALIFICATIONS

Knowledge of:

Methods, procedures and practices pertaining to a comprehensive pupil transportation program;
Provisions of the California Motor Vehicle Code, the Education Code and Title 13 applicable to the operation of vehicles in a pupil transportation program;
Bus Driver behind the wheel and classroom training programs;
Safe driving practices and procedures.

Ability to:

Plan, organize and coordinate a comprehensive pupil transportation program;
Maintain accurate and comprehensive records and prepare clear and concise reports;
Safely, effectively and efficiently drive a school bus and other transportation related equipment;
Understand and carry out oral and written directions;
Establish and maintain cooperative working relationships.

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PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 20 to 40 pounds of force occasionally to lift, carry, push, pull, or otherwise move objects.
- This type of work involves operating a student transportation vehicle, sitting during much of the assignment, but will involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Three years of experience as a school bus driver, including one year of experience in a lead capacity.

Education:

Equivalent to the completion of the twelfth grade, including or supplemented by course work or training in transportation systems, organization and supervision, or a closely relate area.

License and Certificate Requirements

Possession of a valid Class A or B, California Motor Vehicle Operator's License;

Possession of a School Bus Driver's Certificate, including passage of a first aid examination;

Condition of Employment

Insurability by the District's liability insurance carrier.