

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Bus Dispatcher	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Transportation	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	046 OSS
ISSUED:	April 25, 2007		

BASIC FUNCTION:

Assign and dispatch buses and lead the work of all school bus drivers and monitors

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. Duties may vary from site to site. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

NOTE: Safety-sensitive job class. Employees in this job class will be subject to random selection for alcohol and controlled substance testing.

Assign and dispatch buses and lead the work of all school bus drivers and monitors; validate routes for contract carriers. **E**

Operate, maintain, and respond to two-way radio and telephone communications regarding transportation operations; troubleshoot two-way radio problems and coordinate radio repair and system changes. **E**

Advise and assist bus drivers in resolving routine service problems, emergency situations, and personal issues including contacting outside law enforcement and other outside agencies, appropriate district staff, and parents. **E**

Assign and notify bus drivers of assignments, changes, rotation, extra-time, overtime, meetings, and workshops; monitor attendance. **E**

Respond to inquiries and make presentations to explain vehicle codes and laws, district rules, policies, and procedures; monitor, report on, and assist in the implementation of driver compliance with codes, laws, rules, policies, and procedures. **E**

Prepare, maintain, and/or distribute a variety of information using various computer software to ensure proper display of information for data reporting and retrieval. **E**

Drive any type and size bus for scheduled or unscheduled service as required. **E**

Monitor route books, inspect via sheets for accuracy, and check special service notations for compliance. **E**

Coordinate maintenance and replacement of off-line buses with maintenance staff, maintain depot parking assignments and fueling schedules, and open and secure bus depot. **E**

May administer federally mandated breath alcohol tests to employees in safety sensitive positions. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to: two years of recent, full-time experience as an Extraboard Bus Driver, School Bus Driver, or any combination thereof.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California Class A or B driver's license with passenger endorsement.

Possession of a California Special Driver's Certificate for School Buses with valid first aid certificate, if required.

Possession of a valid D.O.T. (Department of Transportation) approved medical certificate.

(Any moving citations or chargeable accidents in the applicant's driving history within 37 calendar months prior to the application date will be evaluated and may be considered disqualifying.)

Personality and character traits suited to supervision and care of children of multiple ethnicities and cultural values, behavioral, and physical handicaps.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

State and district laws, regulations, vehicle codes, policies, and procedures concerning student transportation.

City streets and topography of the city.

Computer software and hardware.

ABILITY TO:

Effectively communicate in a calm, controlled, and clear manner and to concentrate on work tasks with immediate timelines despite frequent interruptions.

Understand, read, and communicate effectively in English.

Assess service disruptions, act independently and efficiently in routing and emergency situations, and exercise good judgment to remedy operational problems with minimum delay.

Operate all categories and sizes of school buses safely under varied and complex traffic conditions.

Effectively use and operate, or rapidly learn to use and operate, computerized two-way radio and console equipment, microcomputers, and other equipment related to job function.

Establish and maintain effective working relationships with drivers, all levels of district staff, outside agencies, and the public.

Interpret and apply negotiated agreements.

Maintain concise and accurate records.

Train and lead the work of staff.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment, frequently with a high noise and activity level; driving a bus with varying traffic and road conditions; must be available to work late evening, split shift, weekends, holidays, and varied work hours and workweeks.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to conduct office work and to operate a bus, sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; strength and energy sufficient to maintain a rigorous work schedule which may involve driving a bus.

NOTE: Safety-sensitive job class. Employees in this job class will be subject to random selection for alcohol or controlled substance testing.

2/14/00

Job Code 8421

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