



# CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

## Job Class Description

<b><u>TRANSPORTATION SCHEDULER/DISPATCHER</u></b>	
<b>DEPARTMENT/SITE:</b> Transportation	<b>SALARY SCHEDULE:</b> Classified Bargaining Unit
	<b>SALARY RANGE:</b> 27 per 2020/2021 Schedule
	<b>WORK YEAR:</b> 12 Months (260 Days)
<b>REPORTS TO:</b> Job Class Title of Supervisor	<b>FLSA:</b> Non-Exempt

**BASIC FUNCTION:**

Under the direction of the Transportation Operations Supervisor, plan, coordinate and develop regular education and special education bus routes and schedules; assign bus drivers to designated home-to-school, special education, routes, and special event trips; assist in the development and revision of bus routes; monitor services and enforce compliance of routes and schedules with policies and procedures; drive a school bus as necessary. The incumbents in this classification assist in providing students with transportation services which directly support student learning.

**ESSENTIAL FUNCTIONS, DUTIES AND TASKS:**

*The following list of functions, duties and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties and tasks from those set forth below to address business needs and changing business practices.*

Schedule bus drivers and vehicles in order to assure an effective and efficient utilization of drivers and vehicles; assign drivers and buses to transport special education students on regular routes and field trips.

Establish routes, driver stops, and loading zones; make temporary arrangements for route changes and vehicle breakdown and schedules in accordance with established guidelines; review routes and schedules to accommodate changes; update route sheets for drivers; arrange for substitute bus drivers, van drivers, and bus attendants as needed.

Dispatch bus drivers, bus attendants, and buses on routes and field trips; operate a two-way radio to dispatch drivers and vehicles in accordance with established schedules and to fulfill special transportation requests; communicate with drivers regarding schedule or route changes, vehicle breakdowns, accidents, emergencies, road conditions, road hazards and other concerns; notify drivers, supervisors, authorities, parents, and school staff as appropriate; review routes for drivers as needed.

Answer telephones; direct inquiries to the appropriate department or person as needed; place telephone calls to request, provide or verify information; resolve pupil transportation issues and concerns; inform school sites of transportation schedule changes.

Act as information source to public, school personnel, and other interested parties regarding busing policies, procedures, routes, schedules, and other activities; communicate with drivers, teachers, parents, and principals to discuss issues and discipline problems, exchange information, prepare schedules, and resolve questions or concerns.

Maintain a variety of logs, records and files related to transportation; maintain records and prepare reports related to regular and special routes, personnel, schedules, financial issues, and student discipline; maintain student medical records and communicate with District School Nurses; maintain driver attendance records.

Operate a variety of office equipment including a copier, fax machine, computer and applicable software applications; operate a two-way radio and respond to calls.

Dispatch emergency equipment to breakdown or accident locations; assign substitute bus drivers as necessary; prepare substitute driver work lists.

Assist in the coordination of charter vehicles and contact schools; assure proper coverage of field trips. Participate in bidding of routes at the beginning of the school year; brief drivers on the bid process; sets up programs to establish routes and buses; prepares and calibrates directionals (e.g., turn-by-turn, left and right).

Drive a school bus to cover routes and special events as needed.

Open main Transportation Department gates and unlock facilities each day.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Applicable laws, codes, rules, and regulations related to pupil transportation.
- Modern office practices, procedures, and equipment.
- Methods, practices, and procedures of dispatching transportation vehicles.
- District boundaries.
- Health and safety regulations.
- Operation of a computer and two-way radio.
- Telephone techniques and etiquette.
- Record-keeping techniques.
- Health and safety regulations.
- Interpersonal skills using tact, patience, and courtesy.
- Oral and written communication skills.

**ABILITY TO:**

- Plan, coordinate and develop bus routes and schedules.
- Assign bus drivers to designated routes and special event trips.
- Review routes and schedules to accommodate changes.
- Maintain a variety of logs, records, and files.
- Interpret, apply, and explain laws, codes, rules and regulations related to assigned activities.
- Operate a variety of office equipment including a computer and applicable software.
- Operate a two-way radio.
- Observe legal and defensive driving practices.
- Plan and organize work.
- Answer telephones and greet the public courteously.
- Understand and resolve issues, complaints, or problems.
- Meet schedules and timelines.
- Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to graduation from high school or equivalent and three years of experience driving a bus, including experience planning and scheduling bus routes.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class A or B driver's license with appropriate passenger endorsements and air brake endorsements and meet District's standards of insurance. Current DMV driving record.

Valid California Special Driver's Certificate for School Bus (DMV DL-45)

Valid Medical Examiner's Certificate (MEC).

Valid certificate in infant, child, and adult cardio-pulmonary resuscitation (CPR) and a certified Possession of a current certificate in infant, child and adult cardio-pulmonary resuscitation (CPR) and First Aid card is required. Maintain up-to-date certificates in CPR and first aid.

Must pass a California Highway Patrol First Aid Test or an Emergency Medical Services Authority (EMSA) approved First Aid course.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office and school bus environment.

Evening or variable hours.

Exposure to fumes, dust, odors, oil/grease, and gases.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard.

Sitting for extended periods of time.

Reaching, pulling, and pushing to open bus doors.

Bending at the waist, kneeling, or crouching to inspect and wash buses.

Seeing to read a variety of materials.

Regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 100 pounds, and occasionally lift and/or move more than 100.

**NOTE:**

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

**HAZARDS:**

Traffic hazards.

**CLEARANCES:**

Criminal Justice Fingerprint /Background

Tuberculosis

Pre-placement Physical and Drug Screen

**JOB CLASS HISTORY**

Approved: 10/25/90; Rev. 6/99; 11/05 (added AS@ to Lic);  
6/15 Retitled (Transportation Scheduler) & Reallocated from R24 (Ewing)  
07/23 Revised (EH&A / MGT Consulting) PC: 06/23 GB:06/23