



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
 POSITION DESCRIPTION**

TITLE:	Transportation Dispatcher	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Transportation Department	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 7.5 hours per day or duty days/hours as assigned
APPROVED: Board Commission	June 29, 2016 July 15, 2016	SALARY GRADE:	Schedule: 57 Range: 45

BASIC FUNCTION:

Under general supervision, to schedule and dispatch school bus drivers and routes accord to industry laws and regulations pertaining to a pupil transportation program. Develop weekly schedules, daily schedules and special schedules to ensure the overall coverage required to meet the transportation operation scheduling demands. Evaluate, resolve and recommend solutions to incidents, complaints and accidents. Perform a variety of clerical duties in support of student transportation services; utilize a telephone and two-way radio to receive transportation requests and information and/or to assign the activities of school bus drivers in the field.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Perform a variety of dispatching duties in support of student transportation services; coordinate flow of communications between personnel to assure proper and timely transportation of students; dispatch drivers according to student transportation needs; route buses to special education students according to residence or location of childcare or afterschool program.
- Assist in developing and coordinating the District's student transportation schedules and services including scheduling substitute drivers; assist in developing routes for special education students, time schedules; plan and organize work for District School Bus Drivers
- Process routing and transportation requests and information; provide direction and assistance to school bus drivers concerning directions, routing, scheduling, equipment issues and information related to students; provide operational information to the repair shop and interact with school and other departments regarding operational or administrative issues
- In the absence of the transportation manager and/or as assigned, respond to school bus driver accidents: notify schools, parents, drivers and administrators as needed; route back-up buses to transport students home as needed
- Provide real-time communication and assistance to parents and schools regarding daily operations; perform a variety of clerical duties in support of transportation functions; answer telephones and provide information concerning transportation functions, activities, policies and procedures; take and relay messages as needed; prepare and distribute routine correspondence

- Prepare and maintain a variety of records related to student assignments, fuel usage, keys, trips, contact lists, substitutes, and extra duty and overtime work; establish and maintain filing systems; maintain and update the dispatch board with daily changes including trip board and weekend trip board
- Drive a school bus as needed; pick up and discharge students in accordance with time schedules; observe legal and defensive driving practices; assure compliance with applicable traffic and student transportation laws, codes and regulations; administer first aid as needed according to established procedures
- Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software
- Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Provisions of the California Motor Vehicle Code, California Highway Patrol Regulations, and Education Code sections applicable to the operation of vehicles in the transportation of students California Vehicle Code and local traffic ordinances

Laws rules and regulations related to pupil transportation

District policies regarding pupil transportation

Proper operations of school buses

Safe and defensive driving practices

Modern office practices, procedures and equipment

Basic maintenance and operations of school buses

Oral and written communication skills

Interpersonal skills using tact, patience and courtesy

Correct English usage, grammar, spelling, punctuation and vocabulary

Operation of a computer and assigned software

Record-keeping and filing systems and techniques

Telephone techniques and etiquette

Basic first aid and CPR techniques

ABILITY TO:

Perform a variety of dispatch functions in support of the overall operational safety and efficiency

Utilize a telephone and two-way radio to receive transportation requests and information and provide assistance to bus drivers, the shop and other departments

Learn local geography, street locations, important buildings and landmarks of the area

Learn policies and objectives of assigned programs and activities

Type or input data at an acceptable rate of speed

Assist bus drivers with directions and routing, scheduling and equipment issues and information. Maintain records and files and perform clerical duties as necessary

Understand and follow oral and written instructions

- Communicate effectively both orally and in writing
- Deal tactfully and effectively with school bus drivers
- Establish and maintain cooperative and effective working relationships with others
- Operate a computer and assigned software
- Meet schedules and time lines
- Administer first aid and CPR as needed
- Drive a school bus safely and efficiently

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years experience in student transportation activities

LICENSES AND OTHER REQUIREMENTS:

- Valid and current California Class A or B Commercial Driver License with appropriate passenger, school bus and air brake endorsements
- Valid California Special Driver Certificate issued by the Department of Motor Vehicles (DMV) for school bus
- Valid Medical Examiner's Certificate
- Valid First Aid and CPR Certificate (as required) issued by an authorized agency
- Department of Justice fingerprint clearance through the California Highway Patrol
- Good DMV driving record and ability to maintain insurability under the District's vehicle insurance policy
- Incumbents in this classification are subject to federal drug and alcohol testing requirements

WORKING CONDITIONS:

ENVIRONMENT:

- Indoor/outdoor and occasional school bus environment
- Constant interruptions
- Seasonal heat and cold or adverse weather conditions
- 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 in person and on the telephone
- Seeing to read a variety of materials
- Dexterity of hands and fingers to operate a computer keyboard
- Perform work which involves frequent lifting, carrying, pushing and/or pulling objects weighing up to 50 pounds, and occasionally up to – 75 pounds with assistance
- Sitting for extended periods of time
- Bending at the waist, or kneeling to file materials

HAZARDS:

- Traffic hazards
- Exposure to seasonal heat and cold or adverse weather conditions
- Exposure to fumes, dust, odors, oil/grease and gases
- Exposure to blood borne pathogens and infectious diseases
- Abusive, irate or violent students, parents or general public