

Plumas Lake Elementary School District

Position Description

Position: Transportation Scheduler/Dispatcher		Salary Range: 11
Hours: 8 hours per day	Days: 260	

Summary

Provides day-to-day logistics support in optimizing bus service needs, determining the availability of school bus drivers, and dispatching buses and drivers on a timely basis. Assists in developing and maintains bus routes and schedules using computer-aided resources and applications made for this purpose. Analyzes routes, researching and recommending changes that optimize utilization of existing transportation fleets.

Distinguishing Career Features

The Transportation Dispatcher and Scheduler provides specialized logistics to support scheduled and unscheduled bus transportation for students. Advancement to Transportation Dispatcher and Scheduler requires demonstrated knowledge of district-wide bus schedules, routes, bus characteristics, and available staff. Advancement to this position also requires the ability to develop routes that optimize the ability to transport students to and from school sites and to effectively use drivers, buses and other vehicles for transporting children.

Essential Duties and Responsibilities

- Facilitates bus service by dispatching buses during regularly scheduled bus operations and when bus operations are interrupted by mechanical breakdown, accident, obstruction of traffic flow, and other situations affecting compliance with established time schedules.
- Reviews requests for regular and special bus trips for proper authorization and to assure that requirements are met, schedules and dispatches buses, coordinates parking, and provides time and mileage estimates for special trips.
- Responds to telephone calls from school sites and parents concerning student eligibility for school bus transportation, scheduled arrival and departure time of buses, and related matters.
- Prepares and recommends regular and special schedules for drivers. Coordinates and assigns substitute, stand-by, and on-call driver assignments.
- Assists in distributing extra hours among appropriate department staff, according to established agreements, personnel rules, and regulations. Posts to and maintains a computer-aided trip board. Inputs driver hours to a payroll information system.
- Assists in emergencies, coordinating and dispatching when regularly scheduled bus operations are interrupted. Monitors breakdowns and accidents to prevent interruption of service.
- Schedules the use of buses, District vehicles and rental vehicles for school and district use. Monitors times that drivers enter and leave the bus facility.
- Reviews regular and exceptional student bus schedules and routes for efficiency of

operation and use of buses. Maintains current route sheet. Provides information to parents and schools concerning bus routes and schedules.

- Develops and maintains a computer-aided inventory of school bus routing and scheduling information. Participates in developing the routing and scheduling of school buses.
- Assists with work instructions and guidance to bus drivers. Monitors radio base station while buses are on the road, providing directions and assistance to drivers as needed.
- Completes and reviews reports of traffic accidents and mechanical breakdown of buses, student evacuations and other types of emergencies for completeness and accuracy, and follows through with appropriate action.
- Receives and follows-up with complaints, reports of accidents, late buses and breakdowns. Initiates and coordinates investigations.
- Analyzes, maintains records of, and prepares reports on a variety of subjects including fuel use, odometer readings and total mileage. Analyzes and maintains accurate records of driver and bus assignments.
- Oversees and approves billing to departments requesting and using district sponsored transportation.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

The position requires a working knowledge of safe bus driving practices. Requires a working knowledge of the procedures, methods and techniques of dispatching school buses. Requires knowledge of the procedures, methods and techniques of planning and scheduling school buses and routes. Requires in-depth knowledge of safe driving practices. Requires knowledge of and skill at using personal computer applications such as that used for office productivity, maintaining databases, and working with computer-aided routing applications. Requires knowledge of the geographic and topographic characteristics and traffic patterns of the community served by the District. Requires knowledge of the pertinent State and local laws, codes and regulations pertaining to school bus operations and pupil transportation. Requires working knowledge of office practices, procedures and equipment. Requires knowledge of general clerical, record keeping and report writing techniques. Requires sufficient human relations skill to exercise patience and give clear instructions when dealing with bus drivers, school sites, students and parents.

▪ Abilities

Requires the ability to perform all of the essential duties of the position with minimal supervision. Requires the ability to work under pressure and complete time-sensitive requests. Requires the ability to apply District and other applicable rules and regulations pertaining to pupil transportation. Requires the ability to learn basic routing concepts. Requires the ability to calculate distances, driving times, and determine costs of special requests to optimize selection of the proper vehicles and avoid delays. Requires the ability to operate a two-way radio. Requires the ability to monitor and coordinate response to breakdowns and accidents to prevent interruption of service. Requires the

ability to communicate effectively with individuals both inside and outside of the District setting. Work productively and cooperatively with individuals and groups. Build and maintain positive work relations with bus drivers, school site and district personnel, parents and members of the general public.

- **Physical Abilities**

The incumbent performs work indoors in an office environment of a sedentary nature. Requires hearing and speaking ability sufficient to communicate by phone, two-way radio, and in person. Requires arm, hand, finger dexterity to operate a two-way radio, computer keyboard, and other office equipment. If assigned to drive: Requires arm- hand and leg-foot dexterity to drive bus. Requires visual acuity including depth perception. Requires the ability to sit for extended periods of time. Requires hearing sufficient to be aware of traffic and road distractions/conditions and listen to children.

- **Education and Experience**

The position requires graduation from high school or equivalent, post-secondary training.

- **Working Conditions**

Work is performed indoors in a setting dominated by immediate response requirements and outdoors (if called upon to drive) where occasional safety considerations exist from physical activity, traffic conditions and adverse weather conditions.

- **Licenses and Certificates**

Desired Licenses and Certificates include:
A valid California Class C Driver's License
First Aid and CPR certifications