

## **GALT JOINT UNION SCHOOL DISTRICT**

**JOB TITLE: Dispatcher**

### **DESCRIPTION OF BASIC RESPONSIBILITIES:**

Under the direction of the Transportation Supervisor, schedule and arrange school bus transportation needs. Will plan, schedule and dispatch pupil transportation services; provide administrative assistance in safety, operations and personnel matters in transportation services; and perform other related duties as needed.

**SUPERVISOR: Transportation Supervisor**

### **TYPICAL DUTIES (includes but not limited to):**

1. Conduct annual planning for home to school transportation services; assist the Transportation Supervisor in designing routes and schedules; plan fall and summer routes and schedules.
2. Oversee dispatching of bus operators and radio contact with buses.
3. Confer with administrative personnel, drivers, site personnel, and the public on transportation services and problems.
4. Support bus operators; assume responsibility for a variety of personnel actions including participation in the selection, training and supervision of staff members.
5. Provide administrative assistance in personnel safety, accident reporting, public relations and other operational concerns.
6. Coordinate Activity Trips with district staff and assign drivers per applicable contract language.
7. Will drive school bus and district vehicles, as needed, to cover routes when district drivers are not available.

### **EMPLOYMENT STANDARDS:**

#### **Knowledge of:**

1. Transportation needs and operational concerns in a large school district
2. State and district policies and regulations governing bus operations
3. Principles and techniques of effective supervision
4. Scheduling and route planning techniques
5. Record keeping and reporting systems
6. Personnel rules and procedures of the District
7. California State Motor Vehicle code, the California State Education Code and District Policies and requirements relevant to the operation of vehicles used in transporting students

#### **Ability to:**

1. Effectively schedule and dispatch operations in a large transportation system
2. Support the work of others
3. Keep records accurately

4. Respond to emergency and problem situations
5. Establish and maintain effective working relationships with others; interact courteously and effectively with the public
6. Operate a bus or other automotive equipment safely and effectively

**EDUCATION, EXPERIENCE & REQUIREMENTS:**

1. High School Diploma or G.E.D.
2. Possession of current valid Class B Driver's License with Air Brake, Passenger and School Bus Endorsements. A current California Special Certificate to operate school buses and a current DL-51 Medical Certificate. Other legal requirements required to operate a school bus
3. Two years of full-time experience in route planning, scheduling and fleet operations.
4. TB Clearance

**PHYSICAL CHARACTERISTICS:**

1. Requires light physical effort and exertion.
2. Work both inside and outside in a variety of temperatures and weather conditions.

**OTHER QUALIFICATIONS:**

Fingerprint clearance

Valid California Driver's License

Applicant for this position may be tested for appropriate skills prior to employment.

Applicant for this position will be subject to random drug testing.

Board Approved: March 21, 2018