

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Dispatcher/Special Ed. Dispatcher	REPORTS TO:	Director - Transportation
DEPARTMENT:	Transportation	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	261 Days
BOARD APPROVAL:	July 29, 2009	SALARY:	N-43/Operations Salary Schedule

BASIC FUNCTION:

Under general direction of an assigned supervisor, perform dispatching duties; assist in the scheduling and dispatching of regular and special education bus drivers; responsible for the operation of a transportation scheduling and routing system; assist in the coordination of assignment of regularly scheduled routes, special events and field trips to meet the needs of students, staff, and sites; drive a bus route when needed.

REPRESENTATIVE DUTIES: (Persons employed in this position may perform any combination of the essential functions shown below (E). 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.)

Assist in the planning of regular and Special Education bus routes; ensure timely transportation service to and from District schools, special events and field trips to meet the needs of students, staff and sites. *E*

Operate two-way radio base stations; record radio communications as required. *E*

Communicate in a reasonable, timely manner with department staff, dispatching to needed locations to respond to routine requests or emergency situations. *E*

Monitor special equipment as assigned and maintain appropriate records. *E*

Maintain assigned files and records; receive and process a variety of information according to established guidelines and procedures; input athletic events into scheduling system to ensure accurate data for transportation arrangement. *E*

Communicate with families, supervisors, school administrators and department staff in a reasonable, timely manner to provide high quality services; receive requests, questions, concerns and suggestions and provide routine information and assistance or transfer to appropriate personnel. *E*

Maintain current knowledge of routes and locations to assure timely services and accurate information to meet needs of students and sites. *E*

Compile data from clearly defined sources; answer telephone, route calls or messages as needed for dispatching purposes. *E*

Operate standard office machines such as fax machines, copiers and computers. *E*

Assist in coordinating the assignment of substitute drivers as necessary.

Drive a school bus as necessary to meet the needs of students, staff and sites. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years bus driving experience and one year dispatching experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class B driver's license with passenger endorsement; California Medical Certificate; California Special Driver's Certificate for Type I school bus with no restrictions. Incumbents are required to maintain a sufficient number of training hours as prescribed by law.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Interpersonal skills using tact, patience and courtesy.
Health and safety regulations.
Operation of a two-way radio and standard office machines.
Telephone techniques and etiquette.
Topography and road conditions of Fresno County as related to current position.
Safe driving practices and techniques.
Traffic laws and rules of the road.
Basic first aid procedures and methods.
Safety and maintenance requirements of bus equipment.
Provisions of the California Motor Vehicle Code and Title XIII applicable to the operation of vehicles in the transportation of school children.
District goals.

ABILITY TO:

Maintain routine records.
Analyze situations accurately and adopt an effective course of action.
Observe legal and defensive driving practices.
Learn and apply applicable department rules, regulations, policies and procedures.
Operate computer terminal and learn related software programs pertaining to current position.
Drive a school bus along designated route safely and efficiently.
Maintain appropriate student behavior on a school bus or other transportation equipment.
Determine appropriate action within clearly defined guidelines.
Meet schedules and timelines.
Read and write at a level appropriate to the duties of the position and follow both oral and written directions effectively in English.
Maintain cooperative working relationships and communicate with a diverse range of people using patience and courtesy.
Apply integrity and trustworthiness in all situations.
Actively participate in meeting District goals.

WORKING CONDITIONS:

ENVIRONMENT:

Office and school bus environment; light background noise; driving in various road and weather conditions; exposure to noise, dust and fumes from vehicle and equipment; contact with dissatisfied individuals; adverse weather; traffic hazards when stopping traffic and escorting students across streets.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, hearing and speaking to exchange information in person or on the telephone; lift, carry, push, and pull heavy objects; standing or sitting for extended periods of time when operating a transportation vehicle; bending at the waist; dexterity to operate a vehicle; seeing to read bus schedules.

Fresno Unified School District is an Equal Opportunity/Affirmative Action Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E= Essential Functions

APPROVALS:

Kim Mecum, Associate Superintendent
Division of Human Resources

Date

Michael E. Hanson
Superintendent

Date

Dispatcher.MEY 7/29/09