

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: TRANSPORTATION DISPATCHER/SCHEDULER

BASIC FUNCTION:

Under direction of the Manager-Transportation, plan and coordinate regular and special education bus schedules and organize curricular and activity trips as necessary to transport students; plan and reschedule buses for late-in, early-out and student free days; assign and assist in routing new or changes in transportation needs of special education students to include emergency routing as needed to transport students.

REPRESENTATIVE DUTIES:

Dispatches equipment and drivers to fulfill student transportation requests. *E*

Schedule, route and modify schedules and routes to handle the transportation needs on a day-to-day basis of regular and special education students. *E*

Coordinate schedules with coaches and schools to include athletic and field trips. *E*

Schedule and route both District and contract buses and verify contract invoices. *E*

Determine routes, schedules, prepare reports and enter into a computer database. *E*

May drive a school bus or other district equipment as necessary. *E*

Instruct drivers in operating procedures or schedule changes. *E*

Ensure drivers know and understand various routes and are able to adjust to changing pick up times. *E*

Assign drivers to do payroll and other special rounds. *E*

Confers with various district administrative personnel to meet the transportation needs of the district. *E*

Confers with parents regarding student transportation problems. *E*

Assign substitute drivers as necessary. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Rules and regulations related to student transportation.

Routing and scheduling procedures.

School district geography.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written skills using tact, patience and courtesy.

Financial and statistical record keeping techniques.

ABILITY TO:

Coordinate field trips and athletic events with drivers' schedules.

Make mathematical calculations quickly and accurately.

Understand and follow oral and written directions.

Type from clear copy.

Work confidentially with discretion.

Maintain accurate records and files.
Operate a computer and a two-way radio.
Drive a school bus safely.
Adapt to emergency situations and implement effective solutions.
Establish and maintain cooperative and effective working relationships with school district personnel and the public.

EDUCATION AND EXPERIENCE:

Graduation from high school and at least three years experience as a bus driver including at least one year in a transportation office with dispatching/scheduling experience. Must possess a valid California Motor Vehicle Operators license, Class B, possession of a valid unrestricted California School Bus Drivers Certificate.

WORKING CONDITIONS:

PHYSICAL ABILITIES:

Bending, pushing, lifting and moving objects weighing up to 75 pounds.

ADOPTED: April 1994

REVISED: June 1996, May 2001, July 2002

REVIEWED: January 2000

REVISED: May 2006