

BUS DISPATCHING SUPERVISOR

DEFINITION

Under general direction coordinates the bus schedules for daily routes, field trips, sporting events, and other District functions; supervises all District bus drivers; and performs related work as required.

LICENSE REQUIRED

Possession of a valid and appropriate California Class BPS driver's license.

Possession of a valid California School Bus Driver's certificate.

Possession of a Red Cross Standard CPR and California Highway Patrol First Aid certificate.

Possession of a recent (30 days) Department of Motor Vehicle (DMV) driving record.

Driver/Trainer Instructor's certificate is desirable.

EXAMPLES OF DUTIES

Supervises the planning and scheduling of student transportation routes and the assigning and re-assigning of drivers and equipment. ***E***

Receives data on student counts, school schedules, traffic patterns, and new construction; maintains updated lists of students serviced. ***E***

Assists school personnel in scheduling student transportation routes and special transportation needs. ***E***

Coordinates use of contractors for transportation of students. ***E***

Checks driver time, mileage, and equipment use records for accuracy. ***E***

Receives transportation requests for field trips and excursions; schedules and assigns drivers and equipment; computes costs (mileage and hours) for sporting events, charters, field trips, and other special trips. ***E***

Calls in relief drivers as needed. ***E***

Checks bus routes to insure integrity of schedules, reviewing them regularly to accommodate changes in passenger load, pick-up points, and other factors. ***E***

Answers parent and student questions regarding District transportation program; receives and responds to routine correspondence and telephone inquiries. ***E***

Maintains a variety of computerized records and files related to the transportation program. ***E***

EXAMPLES OF DUTIES (cont.)

Works closely with the Bus Driver Trainer in ensuring that driver's training and regular work schedule are coordinated. *E*

Verifies accident reports with CHP. *E*

Makes recommendations on driver discipline; counsels drivers on performance matters and makes recommendations for retraining programs; evaluates driver's performance. *E*

Researches new transportation laws and recommends implementation proceedings. *E*

Compiles data for reports; types monthly reports related to vehicle maintenance, personnel, and field trips. *E*

Coordinates with Fleet Supervisor the scheduling of bus repairs/maintenance. *E*

Supervises the maintenance of appropriate safety precautions and procedures. *E*

Operates District vehicles. *E*

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Provisions of the California Motor Vehicle Code and Title 13 of California Administration Code applicable to the operation of school buses in the transportation of students;
2. School District and surrounding area;
3. Scheduling and routing procedures of school buses;
4. Methods, materials, and equipment used to provide for an effective transportation program;
5. Office equipment and procedures;
6. Personal computer and job-related software programs;
7. Basic math;
8. Complex record keeping;
9. Interpersonal relations skills using tact, patience, and courtesy;
10. General principles of supervision and training; and
11. Appropriate safety precautions and procedures.

Ability to:

1. Pass physical examination as prescribed by state;
2. Operate and communicate via two-way radio;
3. Adapt to emergency situations and implement effective solutions;
4. Operate standard office equipment, personal computer and related software programs;

Ability to: (cont.)

5. Maintain complex records and prepare reports;
6. Supervise and evaluate the work of others;
7. Operate department vehicles and all types of school buses observing legal and defensive driving practices;
8. Use good judgment in the application of laws, policies, and rules in situations which arise while operating a school bus;
9. Communicate effectively both orally and in writing;
10. Research and resolve problems;
11. Understand and carry out oral and written instructions;
12. Establish and maintain effective relationships with those contacted in the course of work;
13. Maintain work pace appropriate to given workload; and
14. Relate to other people beyond giving and receiving instructions.

EDUCATION AND EXPERIENCE

Individuals possessing the knowledge, skills, and abilities listed above are considered to possess the necessary education. Experience as a school bus driver and clerical office experience. Course work or training in transportation systems and dispatching.

WORKING CONDITIONS

Environment:

Indoor environment and occasional bus driving duties.

Physical Abilities:

Climbing into buses; dexterity of hands and fingers to operate a computer; hearing and speaking to exchange information in person or on a two-way radio; seeing to review schedules; bending at the waist; and lifting, carrying, and pushing objects weighing up to 50 pounds.

Hazards:

Exposure to driving a school bus during adverse weather and traffic conditions, and abusive or uncooperative individuals.

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8/93
7/94
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