

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
CLASSIFIED JOB DESCRIPTION

TRANSPORTATION DISPATCHER

DEFINITION

To schedule and dispatch Bus Drivers for regular service and special events; and to maintain proper files and records.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Transportation Supervisor.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Operates two-way radio in the dispatching of Bus Drivers. Answers telephone questions regarding the transportation of students. Maintains daily log of driver absences. Records all field trips to be dispatched. Assists schools in the scheduling of trips. Charters trips with approved bus companies when needed. Dispatches all field trips, athletic events, special events, and makes schedule adjustments as needed. Computes all costs for field trips, reports all traffic hazards and accidents to proper authority. Arranges for substitute drivers as needed. Maintains accurate records and data for billings and report presentations. Assists in the checking of the driver's daily time sheets. Maintains an accurate file on special education students. Distributes the required forms, securing the proper records from district personnel wishing to transport students in personal vehicles. Performs related duties as assigned.

QUALIFICATIONS

Knowledge and Abilities: Knowledge of general office procedures. Knowledge of general area. Ability to operate two-way radio. Ability to assist in the planning and scheduling of bus routes and drivers. Ability to learn the transportation requirements of the district. Ability to learn District boundaries and school areas. Ability to keep records. Ability to work effectively in the absence of supervision. Ability to understand and follow oral and written directions. Ability to establish and maintain cooperative working relationships with those contacted in the course of work.

Experience and Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of increasingly responsible clerical experience is desirable.

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Transportation Dispatcher (Continued)

Training:

Equivalent to the completion of the twelfth grade.

Reviewed and Agreed to by:

Incumbent: _____ Date: _____