

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Transportation Scheduler-Dispatcher	CLASSIFICATION:	Classified Non-Management (SEIU/Operations Support)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	0922	WORK YEAR:	12 Months
DEPARTMENT:	Transportation Services	SALARY:	Range 46 Salary Schedule C
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL:	03-01-94
		HR APPROVAL:	05-27-10
		HR REVISION:	06-06-12

BASIC FUNCTION:

Perform routine, complex duties to organize and schedule the daily operation of the bus fleet, including the assignment and re-assignment of buses, bus drivers, and substitutes to designated routes, special education routes, daily study trips, athletic events, and special activities; assign equipment; maintain constant awareness of each driver's location; determine type of dispatch support for emergencies and non-emergencies.

REPRESENTATIVE DUTIES: (Incumbents 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 principle job elements.)

Coordinate personnel and equipment to transport students to and from all activities during the day or night in accordance with the State Department of Transportation laws and district transportation policy. **E**

Operate a two-way radio system to communicate instructions to bus drivers for routine and emergency problems; communicate using a multi-line telephone system, cell phone, and two-way radio system simultaneously to field questions and concerns regarding various types of information from the general public and district personnel; contact law enforcement in case of an emergency; inform school sites of transportation delays. **E**

Prepare and maintain records regarding students to include missing students; equipment such as accidents, incident reports, or vehicle breakdowns; personnel (absent list); and routes; set up accounts for billing and tracking of special programs. **E**

Assist in the resolution of situations involving student discipline and behavior problems, parental questions and complaints, equipment failure, route changes, and records pertaining to accident or injury reports. **E**

Initiate and coordinate emergency action in response to vehicle failure or natural disasters. **E**

Schedule, route, and track students to ensure assignment to proper bus route, including special education home-to-school; update address and school assignment changes. **E**

Maintain current knowledge of bus routes and locations to assure timely services and accurate information; account for daily inventory of all buses. **E**

Maintain current knowledge of California highway laws and regulations and Education Code regulations related to student transportation. **E**

Communicate effectively and efficiently with the public regarding driver or routing concerns, questions, and requests; demonstrate diplomacy and sensitivity to individual concerns; act as a liaison intermediary between administrator(s), staff, and the public as authorized. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Operate a computer to prepare various transportation forms and reports, including sign-in and sign-out sheets; maintain bus route listings; enter data for field trips, adaptive physical education, work experience students, and physical and occupational therapy; and prepare correspondence. **E**

Maintain accurate records and files; operate a variety of standard office equipment; inventory and prepare office and bus supply; order and stock supplies; lift, carry, or pull light objects. **E**

Assist in daily updates to complete bus runs and route consolidations; assign work to drivers; provide work direction to bus drivers and bus attendants. **E**

Attend Individual Education Plan (IEP) meetings for special education students to possibly create new routes and discuss student behavior problems, health issues, and concerns regarding length of ride time; attend other district meetings. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: graduation from high school, and four years experience in transportation routing and scheduling, or other related.

LICENSES AND OTHER REQUIREMENTS:

Occasionally work irregular hours.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Topography and road conditions of Sacramento County.

Motor vehicle laws, regulations, and Education Code sections applicable to a school bus transportation system.

District organization, operations, policies, and procedures related to assigned duties.

School bus routing, scheduling, dispatching bus stops, and walking distances.

Operation of a two-way radio system.

Basic record-keeping techniques.

Interpersonal skills using tact, patience, and courtesy.

Global Positioning System (GPS) tracking.

Operation of a computer, related software, and standard office equipment.

Health and safety regulations.

ABILITY TO:

Perform the basic function of the position.

Analyze and comprehend transportation planning activities and requirements.

Route and schedule all programs including, but not limited to, Special Education, ConCap, No Child Left Behind (NCLB), Field Trips, etc.

Learn and utilize database routing software system.

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.

Communicate effectively via telephone or two-way radio system.

Read, interpret, apply, and explain rules, regulations, policies, and procedures related to assigned duties.

Establish and maintain cooperative and effective working relationships with others.

Read maps and give directions.

Speak clearly and distinctly.

Establish priorities and schedules, and coordinate workflow in peak times.

- Organize and maintain files.
- Calculate figures and amounts.
- Demonstrate tact, diplomacy, and sensitivity to individual concerns.
- Respond to emergency situations exercising independent thinking and good judgment.
- Understand and follow oral and written directions.
- Communicate effectively, both orally and in writing.
- Maintain accurate and complete records.
- Occasionally work irregular hours.
- Lift, carry, or pull light objects according to safety regulations.
- Operate a computer and related software to enter data, maintain records, and generate reports.
- Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office environment; considerable distraction from office activities and noise.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to exchange information in person, on the telephone, or by two-way radio; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view computer monitors; sit or stand for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally; lift, carry, push, or pull light objects.

SAMPLE HAZARDS:

Occasional contact with dissatisfied or abusive individuals; tasks consistently deal with immediate response requirements and a stressful work environment; subject to consistently loud noise.

APPROVALS:

Jess Serna, Chief Human Resources Officer

Date

Jonathan P. Raymond, Superintendent

Date