

Amador County Unified School District  
DISPATCHER (TRANSPORTION)

Definition

Under general supervision, to assist in coordinating the safe, efficient, and on-time performance of school bus service; perform dispatching and clerical support duties; schedule and dispatch regular and special education bus drives; coordinate the assignment of regularly scheduled routes, special events, and field trips. To assist in cultivating a safe working environment; and to perform other job-related duties as required.

Class Characteristics

The incumbent of this class performs specialized technical and clerical work in the development of routes and schedules; and in the establishment of specialized record keeping systems and maintenance of records. The incumbent works with considerable independence due to the necessity to cover frequent absences of the supervisor from the department administrative office. Home-to-school routes are reviewed and approved by the Director of Transportation prior to implementation. Decisions which involve a departure from established policy, procedures, and practice are generally referred to the Director, but may be made by the incumbent if an urgent situation requires an immediate decision. The incumbent has a high level of communication with Bus Drivers and school administrative staff which requires the exercise of tact, good judgment, and an in depth understanding of the transportation programs. Due to the size of the district, the difficulty of obtaining and retaining qualified substitute drivers, and the necessity of the District to provide reliable and timely student transportation service, incumbents in this class may be required to be licensed to drive a school bus as a condition of continued employment.

Essential Duties and Responsibilities

Depending on the assignment, duties may include but are not limited to the following:

- **Communicate with drivers by radio to prevent interruption of service.**
- Open/close the dispatch office each operation day.
- Drive assigned route and/or performs substitute driving as needed.
- Change tire chains as may be necessary to maintain traction on ice and snow covered roads.
- Prepare and maintain special and regular education routes, including minimum days and special schedules, ensuring complete and accurate records.
- Analyze routes for efficiency, recommending and implementing changes as needed.
- Review school bell times, traffic patterns, and bus stop locations to ensure and/or improve the operation and/or its efficiency.
- Prepare all basic information required in the annual bidding procedures.
- Provide assistance to and confer with drivers, students, parents, schools, department personnel, and others as required, ensuring a high quality working relationship exists in all communications.
- Performs other related duties as assigned.

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Qualifications

Knowledge of principles and the methods of defensive driving techniques, provisions of the California Highway Patrol Handbook 82.7, the California Motor Vehicle Code, Title 13 California Code of Regulations, the Education Code applicable to the safe operation of school buses, and transportation bus routes, procedures, regulations, and record keeping procedures.

Demonstrated proficiency in Microsoft Word and Excel.

Analyze situations and recommend an effective course of action. Deal with high stress situations in a calm and tactful manner. Meet physical and/or mental requirements associated with tasks outlined in this position description. **Must** maintain confidentiality; be reliable, on time and responsible for completion of assignments. **Must** demonstrate respect and support of the department and staff, work cooperatively with the department's management and provide leadership to school bus drivers. **Must** maintain and encourage a functional working relationship with all co-workers. **Must** work cooperatively with community, employees, faculty, and parents in a friendly and effective manner to maintain the best possible working relationships. **May be** required to drive all district buses and meet all transportation need of students.

Licenses and Certificates

Possession of a Class B California driver's license with an air brake and passenger endorsement with no restrictions which would preclude driving on the job is a continuous requirement.

Possession of a California Highway Patrol school bus driver's certificate with no restrictions which would preclude driving on the job, and Department of Transportation medical certificate are highly desirable and may be required.

Possession of a valid first aid and CPR certification.

Must maintain a driving record that assures insurability by the District's insurance carrier.

Training and Experience

Any combination of training, education, and experience which demonstrates possession of the knowledge and abilities stated above and the ability to perform the duties of the position. A typical qualifying entrance background is experience in student transportation or other vehicular dispatching and clerical work.

Physical Demands and Working Conditions

Positions in this class perform work which is primarily sedentary. Lifting, pushing, and/or pulling objects normally does not exceed 50 pounds and is an infrequent aspect of the job. Positions in this class require the mobility to stand, reach, stoop, bend, and input data using a keyboard. Positions in this class require vision (which may be corrected) to read small print. Incumbents may be required to put on or take off tire chains in inclement weather without effective protection from sun, cold, and rain.

Salary Level

Range 23 of the ACUSD Classified Salary Schedule.