

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

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TITLE: DISPATCHER

JOB GOAL: To be proficient in all areas of planning and development of routing and assist in implementing necessary training programs. To maintain a variety of departmental records and assist with departmental efficiency. To transport students to and from school as needed and to ensure the safety of students and co-workers.

QUALIFICATIONS

Knowledge of

1. Provisions of the California Motor Vehicle Code, the California State Education Code, District policies and requirements, and other related regulations relative to the operation of vehicles used in transporting students.
2. Local traffic laws and regulations, including the working knowledge of local transportation corridors and geography.
3. Computerized routing and scheduling systems.
4. Standard office machines and equipment, including operations of data processing equipment and a two-way communication device.
5. Proper record-keeping functions.
6. Basic first aid practices, procedures and techniques.
7. Safe driving practices.
8. Safety rules and regulations for this position.

Ability to

1. Effectively schedule and utilize equipment and personnel in the operation of the District Transportation Fleet using a computerized program.
2. Schedule and route extra-curricular trips keep track of appropriate charge-backs and forward billings to appropriate department.
3. Maintain accurate records and prepare weekly, monthly, and annual reports as required.
4. Plan, order, and maintain inventory of transportation forms.
5. Exercise good judgment and extreme caution when driving.
6. Pass first aid requirements prescribed by the California Department of Motor Vehicles.
7. Maintain valid certification as a school bus driver according to state regulations.
8. Establish and maintain proper student conduct in all school vehicles.
9. Understand and carry out verbal and written instructions, policies and procedures in an independent manner.
10. Communicate effectively and tactfully in both verbal and written form.
11. Maintain cooperative-working relationships with all District personnel.
12. Follow designated safety regulations associated with this position.
13. Safely drive and operate a variety of vehicles and equipment used.
14. Read and write at a level sufficient to perform required duties.
15. Be a productive and active team member.
16. Work successfully with diverse groups of people.
17. Present and maintain a pleasant appearance and demeanor.
18. Learn and follow the operations, procedures, policies, and requirements of an assigned program or operational unit.
19. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.

Ability to: (continued)

20. Work independently and maintain high standards of workmanship, including maintenance of confidentiality.
21. Exercise independent judgment and problem-solving skills related to specific areas of responsibility.
22. Establish and maintain effective work relationships with those contacted in the performance of required duties.

Training and Experience

1. Equivalent to completion of the twelfth (12th) grade.
2. Three (3) years of successful experience is desired with a demonstrated record of safe driving as a School Bus Driver and possession of a safe driving record that is in compliance with the restrictions set forth by the California Vehicle Code.
3. Two (2) years of successful experience desired or training in transportation routing, scheduling, dispatching, and general office procedures or any combination of training and experience that could likely provide the desired knowledge and abilities.
4. Possess and maintain a valid California State School Bus Driver's Certificate.
5. Possess and maintain a valid First Aid and CPR Certificate.
6. Proficient in safety equipment designated for this position.
7. A work history demonstrating dependability and good attendance.

REPORTS TO: Director of Transportation

ESSENTIAL FUNCTIONS

1. Assists in planning school bus routes, schedules, and in the assignment of drivers and equipment.
2. Operates dispatching unit for the assignment of drivers on regular and/or special education routes.
3. Receives accident reports and assists in follow-up requirements such as contacting local police agencies, California Highway Patrol (CHP), medical personnel, back-up buses and/or drivers, etc.
4. Coordinates bus driver substitute replacement operations.
5. Schedules school bus evacuation drills.
6. Covers scheduled or unscheduled bus routes on short notice due to the absence of regular school bus driver, while maintaining flexibility with respect to assignments and duties.
7. Drives a school transportation vehicle within prescribed routes in accordance with time schedules, picking up and discharging students at designated stops.
8. Performs standard bus driving duties as required.
9. Escorts and assists students on and off vehicle and across the street when necessary.
10. Maintains order and proper discipline of student passengers according to District policy.
11. Instructs students on safety regulation and policies related to passenger conduct.
12. Conducts safety and operations inspection of assigned vehicle daily according to established procedures.
13. Checks fluid and air levels on bus as required; adding fuel, water, fluids, or air as necessary.
14. Maintains cleanliness of vehicle to ensure safe operating condition; sweeps and washes bus interior and exterior as required.
15. Checks out and immediately reports needed mechanical repairs when necessary.

ESSENTIAL FUNCTIONS (continued)

16. Follows District policies and procedures.
17. Participates in District in-service training as required.
18. Knows and understands the Mission and Core Values of the District.
19. Performs other related duties as required.

OTHER FUNCTIONS

1. When needed, transport students to and from school sites safely according to assigned routes.
2. Acts as an information source to the public school personnel, and other interested parties regarding busing policies, procedures, routes schedules, and other activities.
3. Maintains accurate records of school bus stops, use of buses work periods for drivers and vehicle operations.
4. Prepares and submits daily and other reports as required.
5. Assures security at all times following procedures prescribed by the District.

PHYSICAL ABILITIES

1. Able to meet minimum physical requirements as prescribed by the California Department of Motor Vehicles, which may include additional sleep apnea testing.
2. Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines.
3. Able to conduct verbal conversation in English.
4. Able to hear normal range verbal conversation (approximately 60 decibels.)
5. Able to sustain constant attention to vehicle operation, traffic and road conditions while maintaining appropriate student passenger behavior for the duration of any assigned route.
6. Able to sit, stand, stoop, kneel, bend, and walk.
7. Able to sit for sustained periods of time, including the duration of any assigned route.
8. Able to climb slopes, stairs, steps, ramps, and ladders.
9. Able to lift up to twenty (20) pounds frequently, and forty (40) pounds occasionally.
10. Able to carry up to twenty (20) pounds frequently, and forty (40) pounds occasionally.
11. Able to exhibit a shoulder external rotation and internal rotation range of motion capable of reaching and operating bus and communications controls.
12. Able to exhibit a shoulder abduction and adduction range of motion capable of reaching and operating bus and communications controls.
13. Able to exhibit an elbow flexion and extension range of motion capable of reaching and operating bus and communications controls.
14. Able to exhibit a shoulder extension and flexion full range of motion capable of reaching and operating bus and communications controls.
15. Able to exhibit full range of motion for back lateral flexion.
16. Able to exhibit full range of motion for hip flexion and extension.
17. Able to exhibit full range of motion for knee flexion.
18. Able to work at various elevated heights in a safe and effective manner.
19. Able to work with a variety of chemical agents in a safe and effective manner without allergic reaction.
20. Able to operate office machines and communication equipment in a safe and effective manner and in accordance with State law and district policy.

SPECIAL REQUIREMENTS

1. Possess and maintain a valid California Commercial Driver's License, Class A or B, with passenger endorsement.
2. Possess and maintain a valid California School Bus Driver Certificate.
3. Possession and maintenance of a safe driving record that is in compliance with the restrictions set forth by the California Vehicle Code.
4. Possess and maintain a valid medical certificate.
5. Possess and maintain a valid first aid and Cardio-pulmonary (CPR) certificate.
6. Safely use equipment designated for this position.
7. Some positions in this class may require individuals who can read, write, and/or speak a second language.

TERMS OF EMPLOYMENT: Twelve-month work year
Classified bargaining unit member

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement. The Director of Transportation will complete the evaluation.

Approved by: Board of Education
Amended by: Board of Education

Date: August 11, 2016
Dated: January 23, 2020

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A
TOBACCO-FREE, DRUG-FREE WORKPLACE AND
AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**