

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT**  
**JOB DESCRIPTION**

8/25/99  
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**TITLE: DISPATCHER**

**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. Standard office machines and equipment, including operation of data processing equipment and two-way radio.
4. Computerized routing and scheduling systems.
5. Safe driving practices.
6. 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. Maintain accurate records and prepare weekly, monthly, and annual reports as required.
3. Schedule and route extra-curricular trips, keep track of appropriate charge-backs and forward billings to appropriate department.
4. Exercise good judgment and extreme caution when driving.
5. Pass first aid requirements prescribed by the California Department of Motor Vehicles.
6. Maintain valid certification as a school bus driver according to state regulations.
7. Establish and maintain proper student conduct in all school vehicles.
8. Understand and carry out verbal and written instructions, policies and procedures in an independent manner.
9. Communicate effectively and tactfully in both verbal and written form.
10. Maintain cooperative working relationships with all District personnel.
11. Follow designated safety regulations associated with this position.
12. Safely drive and operate a variety of vehicles and equipment used.
13. Read and write at a level sufficient to perform required duties.
14. Be a productive and active team member.
15. Work successfully with diverse groups of people.
16. Present and maintain a pleasant appearance and demeanor.
17. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
18. Work independently and maintain high standards of workmanship, including maintenance of confidentiality.
19. Safely drive and operate a variety of vehicles and equipment used.
20. Exercise independent judgment and problem-solving skills related to specific areas of responsibility.
21. 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. Two (2) years required or four (4) years of successful experience desired as School Bus Driver and/or a related transportation field 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. A work history demonstrating dependability and reliability.

**REPORTS TO:** Director of Transportation

**JOB GOAL:** To coordinate the assignment of school buses and drivers for established routes and activity trips in the transport of students for the district and to assist in routing and scheduling and maintain a variety of departmental records.

**ESSENTIAL FUNCTIONS**

1. Assists in planning school bus routes and schedules, and in the assignment of drivers and equipment.
2. Operates dispatching unit for the assignment of drivers on regular and/or special 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. Performs standard bus driving duties as required.
6. Schedules school bus evacuation drills.
7. Follows District policies and procedures.
8. Participates in District in-service training as required.
9. Knows and understands the Mission and Core Values of the District.
10. Performs other related duties as required.

**OTHER FUNCTIONS**

1. Acts as an information source to the public, school personnel, and other interested parties regarding busing policies, procedures, routes, schedules, and other activities.
2. Maintains accurate records of school bus stops, use of buses, work periods for drivers and vehicle operations.
3. Performs clerical duties and keeps records as required.
4. Prepares and submits daily and other reports as required.
5. Transports students to and from school sites safely according to assigned routes.
6. Assists the Director of Transportation in the selection of school bus drivers by reviewing job applications and physical reports.

**SPECIAL REQUIREMENTS**

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

**PHYSICAL ABILITIES**

1. Able to meet minimum physical requirements as prescribed by the California Department of Motor Vehicles.
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, and traffic and road conditions while maintaining appropriate student passenger behavior for four (4) hours at a time.
6. Able to sit, stand, stoop, kneel, bend, and walk.
7. Able to sit for sustained periods of time.
8. Able to climb slopes, stairs, steps, ramps, and ladders.
9. Able to lift up to ten (10) pounds frequently, and twenty (20) pounds occasionally.
10. Able to carry up to ten (10) pounds frequently, and twenty (20) 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 radio communication equipment in a safe and effective manner.

**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	Date:	September 8, 1994
Amended by:	Board of Education	Date:	October 9, 1997
Amended by:	Board of Education	Date:	August 25, 1999

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A  
TOBACCO-FREE, DRUG-FREE WORKPLACE**

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS AN  
AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**