

## ELK GROVE UNIFIED SCHOOL DISTRICT

### **Class Title: Dispatcher**

#### **Basic Function:**

Under the direction of the Manager-Transportation Operations, assists the Transportation Supervisor(s) in scheduling route coverage, coordinating, monitoring and dispatching regular and special education bus routes to assure daily transportation and field trips run efficiently and accurately. Confirm all field trips and/or C.B.I.'s. Be responsible for the input of data related to the daily operation of the Dispatch Office and its procedures utilizing contemporary office equipment.

#### **Essential Functions:**

Assists Transportation Supervisor(s) in scheduling and monitoring route coverage for safety and efficiency; implement route/staffing coverage independently when required.

Assists Transportation Supervisor(s) in maintaining a variety of files and master schedules; receives and inputs data related to the daily operation of the Dispatch Office; Provides updates to school sites, parents, students, and Transportation staff.

Exercises discretion and good judgment based on established California Highway Patrol rules and regulations when monitoring bus stops, routes and trips for safety and compliance.

Independently compiles transportation related information; prepares reports, memoranda and correspondence as required and/or directed.

Act as a resource person regarding transportation services.

Respond to inquiries and provide necessary information as required.

In the absence of a Transportation Supervisor, provide essential information for scheduling decisions.

Assists in ensuring compliance with District Policies, Administrative Regulations and Departmental Procedures (i.e.; legal work hours, equipment proficiency, seniority etc.).

## **Dispatcher-Continued**

Assist in making field decisions and recommendations regarding adverse weather and/or road conditions.

Effectively communicates and maintains cooperative relationships with those contacted in the course of work.

Be responsible for maintaining consistent, punctual, and regular attendance.

Operates two-way radio, communicates clear and concise information to drivers during routine and emergency situations.

Assists and communicates in the resolution of situations related to student discipline/behavior problems.

Performs other duties as assigned.

### **Demonstrated Knowledge and Abilities:**

Knowledge of:

Modern office practices, procedure and equipment.

Scheduling and data entry techniques.

Record keeping techniques.

Operation of computer software.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Technical aspects of field of specialty.

ATU/EGUSD CBA

Ability to:

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Maintain current knowledge of California Highway Patrol rules and regulations.

Maintain records and prepare reports.

Meet schedules and time lines.

## **Dispatcher-Continued**

Analyze situations accurately and adopt an effective course of action.

Operation of a computer and assigned software.

Operate a two-way radio to communicate instructions to bus drivers for routine and emergency problems.

Assist in and communicate the resolution of situations involving student discipline/behavior problems.

Learn applicable sections of the State Education Code and other applicable laws.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Maintain consistent, punctual and regular attendance.

Move hands and fingers to operate a computer keyboard.

Sit for extended periods of time.

Hear and speak to exchange information in person and on the telephone.

See to read a variety of materials.

Monitor field trips /CBI's.

### **Education And Experience Required:**

Any combination equivalent to: graduation from high school and two years of experience in scheduling transportation services or related field.

Valid Commercial Driver's License with Passenger Endorsement

Valid School Bus Certificate