

Job Description

San Ramon Valley Unified School District

Transportation Dispatcher

Purpose Statement

The job of Transportation Dispatcher is done for the purpose of providing support within the student transportation services area with specific responsibilities for processing student transportation requests; developing transportation routes; maintaining department records in accordance with mandated requirements; driving buses as needed; and coordinating assigned projects.

This job reports to Assigned Supervisor

Essential Functions

- Assists in a variety of transportation areas as needed for the purpose of ensuring the smooth, efficient, and safe operation of the Transportation Department.
- Collaborates with stakeholders in developing routes and schedules for the purpose of determining driver and equipment requirements.
- Compiles a variety of information for the purpose of developing formal reports, conveying information, and complying with mandated requirements.
- Drives school bus or other vehicles as needed for the purpose of ensuring the transportation needs of the District are met in a safe and timely manner.
- Informs school personnel and parents of practices for the purpose of providing information for their follow-up action.
- Maintains a variety of work-related systems for the purpose of ensuring the safe and effective department operation while avoiding service disruptions.
- Manages field trips for the purpose of ensuring the transportation needs of the District are met while adhering to safety standards.
- Participates in meetings for the purpose of conveying and gathering information required to perform job functions.
- Processes a variety of information for the purpose of updating and distributing information, authorizing action, and complying with mandated requirements.
- Recommends policies, procedures, and actions for the purpose of providing information for decision making and for enhancing student transportation services.
- Responds to inquiries from a variety of stakeholders for the purpose of providing the necessary information regarding transportation services.
- Responds to emergency situations for the purpose of complying with established policies and regulatory guidelines.
- Schedules work assignments for the purpose of ensuring completion of transportation routes in a timely manner.
- Coordinates with a variety of stakeholders for the purpose of ensuring the transportation needs of the District are met while adhering to safety standards.
- Plans transportation routes for the purpose of assuring timely and safe transportation services to and from District activities and events.
- Performs functions of a school bus driver as needed for the purpose of meeting the District transportation service needs.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating two-way radio and county emergency radio; operating standard office equipment including utilizing pertinent software applications; driving a school bus; performing standard clerical procedures; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent department policies and procedures; bus driver requirements and procedures; office practices and procedures; and concepts of grammar and punctuation.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: providing work directions; writing clear, complete, accurate and logical safety reports and specifications; adapting to changing work priorities; communicating with persons of diverse backgrounds; maintaining confidentiality; working as part of a team; observing legal and defensive driving practices; and understanding and carrying out oral and written directions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. The job is performed under conditions with some exposure to risk of injury and/or illness and in some varying atmospheric conditions.

Experience: Three years of experience in transportation is required.

Education (Minimum): High school diploma or equivalent.

Required Testing

Random Drug and Alcohol Testing

Certificates and Licenses

School Bus Driver Certificate
Valid Driver's License

Continuing Educ. / Training

Maintains Certificates and/or Licenses
District Mandated Training

Clearances

Criminal Background Clearance
Pre-Employment Drug Test Clearance
Current DMV H6 Driving History Report
Tuberculosis Clearance

FLSA Status

Non Exempts

Approval Date

December 14, 2021

Salary Grade

Range 7

Revised Date