

NOVATO UNIFIED SCHOOL DISTRICT

TITLE: TRANSPORTATION DISPATCHER / SCHOOL BUS DRIVER

SALARY: RANGE 32 – CLASSIFIED SALARY SCHEDULE

BASIC FUNCTION:

Under the direction of the Transportation Supervisor, assist in routing, scheduling, and assigning school bus driver personnel; answer questions and record actions; respond to emergency telephone requests and/or refer to supervisor as needed; operate a two-way radio; maintain computerized records and files related to the transportation program; drive a school bus on route as needed by supervisor.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assist the Transportation Supervisor in the planning and scheduling of student transportation routes and assigning and reassigning of school bus drivers and equipment.

Assist in establishing all bus routes for both regular and special education school schedules; check bus routes to ensure the integrity of the schedules.

Dispatch school bus drivers to regular and emergency duties in the absence of department supervisors for the purpose of responding to emergency telephone requests.

Monitor communication between the office and school bus drivers in the field to assist school bus drivers as needed.

Receive transportation requests for field trips and excursions; in the absence of department supervisors, plan and schedule student transportation routes and field trips and assign/reassign school bus drivers and equipment as necessary for transporting students.

Monitor voicemail to determine departmental absences and secure qualified substitutes.

Prepare documents, reports, and records to answer questions and record actions.

Keep and maintain both manual and computerized files related to the transportation program, including timesheets, mileage, equipment use, etc., to maintain effective and efficient department operations.

Manage routine details and phone inquiries not requiring immediate attention of department supervisors to ensure efficient department operations.

Communicate with students, parents, drivers, and District officials regarding school bus operations.

Organize and facilitate Emergency School Bus Evacuation Drills.

Participate in training and/or orientation.

Observe and abide by District Board policy and the rules and regulations of the California Department of Education and the California Highway Patrol.

December 2017

When required by Transportation Supervisor, drive District buses (type 1 and/or type 2) to transport students/special education students and other passengers over scheduled routes and to/from school and/or field trips in a safe and timely manner.

Advise students/special education students and other passengers of behavior requirements to enforce rules and regulations and maintain safety.

Assist students/special education students and other passengers (e.g. cars seats, seat belts, wheelchair straps, harnesses, etc.) for the purpose of providing safe boarding to and from buses, including both normal transport and emergency situations (e.g. bus evacuations).

Inspect assigned vehicles to ensure that the vehicle is in a safe operating condition and meets state requirements; check all operating systems and equipment, brakes, fuel and oil gauge levels, tire pressure, fire extinguisher, first aid kit, windows, locks, doors, buzzers, etc.

Attend meetings, training sessions, etc. to meet all requirements of the School Bus Driver Certificate, maintain skills, and receive and/or convey information.

Clean assigned bus to maintain appearance, sanitation, and safety of vehicle; sweep floor, remove trash, clean inside windows, seats, and general interior.

Clean and properly dispose of bodily fluids, including blood, urine, feces, etc.; properly disinfect assigned bus of all biohazards.

Prepare a variety of documentation – incident report, safety check, student count, mileage, etc.

Provide basic first aid as assigned by the position; arrange for emergency medical services as needed.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- ▶ Department or program organization, operations, policies and objectives.
- ▶ General terminology, practices and procedures of assigned office.
- ▶ Two-way radio codes; proper radio and telephone etiquette.
- ▶ Education Code applicable to the operation of vehicles in transporting schoolchildren.
- ▶ District Board policy applicable to the operation of vehicles in transporting schoolchildren.
- ▶ Modern office practices, procedures and equipment.
- ▶ Methods of collecting and organizing data and information.
- ▶ Record-keeping and filing techniques.
- ▶ Business letter and report writing, editing and proofreading.
- ▶ Correct English usage, grammar, spelling, punctuation and vocabulary.
- ▶ Operation of a computer and assigned software.
- ▶ School Bus Drivers and Motor Carriers Handbook.
- ▶ School bus regulations and safety procedures.
- ▶ California Motor Vehicles Code.

- ▶ Health and safety regulations.
- ▶ Proper handling and disposal of hazardous materials.
- ▶ Interpersonal skills using tact, patience and courtesy.
- ▶ Oral and written communication skills.
- ▶ Telephone techniques and etiquette.
- ▶ Basic first aid.

ABILITY TO:

- ▶ Operate a two-way radio.
- ▶ Plan, coordinate, and organize activities.
- ▶ Ensure smooth and efficient office operations.
- ▶ Compile and verify data and prepare reports.
- ▶ Maintain a variety of records, logs, and files.
- ▶ Operate standard office equipment including a computer and assigned software.
- ▶ Meet established schedules and time lines.
- ▶ Operate a District school bus exercising good judgment and safety precautions.
- ▶ Maintain order among all passengers on a school bus.
- ▶ Learn designated bus routes, bus stops, and District traffic hazards.
- ▶ Analyze situations accurately and adopt an effective course of action.
- ▶ Observe legal and defensive driving practices.
- ▶ Observe health and safety regulations.
- ▶ Communicate effectively both orally and in writing.
- ▶ Understand and follow oral and written directions.
- ▶ Establish and maintain cooperative and effective working relationships with others.
- ▶ Prepare and maintain a variety of records and reports.
- ▶ Provide basic first aid.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years of job related experience in school bus driving or dispatching.

OTHER REQUIREMENTS:

- ▶ Valid California Class B driver's license.
- ▶ Valid California School Bus Certificate.
- ▶ DMV Pull authorization for NUSD.
- ▶ Valid First Aid and CPR Certificate issued by an authorized agency.
- ▶ Department of Justice fingerprint clearance.
- ▶ TB clearance.
- ▶ Pass pre-employment physical exam and drug test.
- ▶ Regular drug testing (provided by District).
- ▶ Must attend all District designated training sessions including Special Needs Training.

WORKING CONDITIONS:

ENVIRONMENT:

- ▶ Office/Warehouse environment.
- ▶ Driving a District school bus to conduct work.
- ▶ Working with students/special education students.
- ▶ Seasonal heat and cold or adverse weather conditions.
- ▶ Regular exposure to fumes, dust and odors.

PHYSICAL DEMANDS:

- ▶ Seeing to read, prepare and ensure the accuracy of a variety of materials.
- ▶ Hearing and speaking to communicate with passengers, parents, and other staff in person, on two-way radio, or on telephone.
- ▶ Dexterity of hands and fingers to operate bus and equipment.
- ▶ Sitting for extended periods of time.
- ▶ Seeing and hearing to perform driving duties.
- ▶ Hearing and speaking to communicate with passengers, dispatcher, and other staff.
- ▶ Lifting, carrying, pushing or pulling heavy objects as assigned by the position.
- ▶ Reaching overhead, above the shoulders and horizontally.
- ▶ Bending, crouching, kneeling and stooping.

POTENTIAL HAZARDS:

- ▶ Driving a District school bus during adverse weather conditions.
- ▶ Changing traffic conditions.
- ▶ Working around or with machinery having moving parts.
- ▶ Exposure to/direct contact with bodily fluids/bloodborne pathogens.
- ▶ Exposure to chemical fumes and vapors such as gasoline and diesel fuel.