

**KERN COUNTY SUPERINTENDENT OF SCHOOLS**  
**REVISED/APPROVED OCTOBER 2017**  
**RANGE: 45.5**  
**CLASSIFIED**  
**CODE: 2, 3, 7, 9**

## **DISPATCHER**

### **DEFINITION**

Under general direction of the Transportation Operations Manager, dispatch bus routes in accordance with assigned schedules and applicable laws, regulation and policy.

### **EXAMPLES OF DUTIES**

Act as an information source to the public, school personnel, and other interested parties regarding home-to-school routes following all applicable laws, regulations and policy;

assign substitute bus drivers;

assign bus drivers for field trips and other special activity trips;

make temporary adjustments to bus routes and driver assignment;

create, maintain and operate various computerized files and programs;

direct drivers on assigned routes, field trips, and activity trips;

drive a school bus;

work an early morning or late afternoon shift;

provide comprehensive verbal, written and map directions to school sites and utilized locations throughout the county and state;

work effectively with shop personnel to assign spare buses under all applicable laws, regulations, policies and procedures;

perform related duties and responsibilities as required;

contact and assign drivers for substitute and extra trip driving;

provide direction and instruction to drivers to accommodate a variety of emergency situations such as;

make temporary adjustments to driver and aide assignments and bus routes;

provide direction and instruction to drivers to accommodate bus break downs, accidents, student issues, etc.;

communicate on a two-way radio system;

drive a school bus under emergency situations;

create, maintain and operate a variety of records and forms through use of computerized files and software programs;

assist with planning and scheduling of bus routes;

effectively communicate by telephone, e-mail, and fax machine with a variety of staff and parents;

produce, review and assist drivers with flip cards;

work effectively with shop personnel to assign spare buses under all applicable laws, regulations, policies and procedures.

## **QUALIFICATIONS**

### Knowledge of:

Provisions of the California Vehicle Code, Ed. Code and Title 13 CCR pertaining to a school bus operation;

proper telephone and two-way radio techniques, and basic office procedures;

computer software programs, such as data bases, spreadsheets, and word processors;

streets, roads, and school locations in the county;

appropriate procedures to be followed regarding the reporting of accidents or other safety hazards.

### Ability to:

Operate a computer utilizing a transportation software programs;

operate and set-up spread sheet application and word processor;

communicate effectively using a telephone and two-way radio;

effectively cope with multiple tasks such as two-way radio and telephone communication under conditions of high distraction;

work an eight (8) hour shift which may begin as early as 4:00 a.m. or end as late as 7:00 p.m.;

respond to emergency situations in a calm and effective manner;

lift 50 lbs., stoop, bend, stand and sit for long periods.

### Experience:

Five (5) years of pupil transportation experience.

### Education:

High school education or any combination of training and experience equivalent to completion of the 12th grade.

### License requirement:

Must possess valid Class A or B California Drivers License and school bus drivers certificate ("no restrictions" preferred).

### Conditions of employment:

A preplacement medical assessment is a condition of employment after all other job conditions have been met;

a substance abuse test, at office expense, is required prior to employment;

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

CP: gs

10/11/17

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