

## **Escondido Union High School District Job Description**

**Job Title:** School Bus Dispatcher  
**Employee Unit:** Classified Bargaining Unit  
**Job Family:** Transportation  
**FLSA Status:** Nonexempt  
**Salary Level:** 32  
**Approved By:** Board of Education  
**Approved Date:** 12/09/2014

### **NATURE OF WORK**

Work within the Transportation Department to meet schedule demands, assist drivers, dispatch school buses for field trips and daily routes by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Coordinates and schedules field trips.

Dispatches drivers for the purpose of meeting schedule demands.

Assess incidents, complaints and/or accidents; resolve and/or recommend solutions to incidents, complaints and/or accidents.

Designs and plans routes, stops and return times.

Plans/changes special needs routes on a weekly basis.

Coordinates special needs of students with drivers and routes, referring to Individual Education Plan(s).

Coordinates maintenance and equipment such as tie down straps.

Distributes field trip information, new stops, route changes to drivers.

Drives a school bus in the absence of drivers if unable to secure a substitute; may drive a field trip if no driver is available.

Performs other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

Serves in a lead position to direct the work of employees assigned to the Transportation Department.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED); minimum 40 hours classroom and 20 hours behind the wheel training for school bus driving, plus satisfactory completion of required tests to obtain proper school bus licensing as required. Additional experience and or training in interpretation of student transportation laws. Experience in office management helpful. Ability to use Microsoft applications and to learn and use software specific to department needs.

## **KNOWLEDGE OF:**

Microsoft computer applications and software specific to department needs.

## **ABILITY TO:**

Read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, students, parents, employees, and outside agencies; assume a leadership role among colleagues; work cooperatively with a wide variety of personalities; organize and prioritize numerous projects and time; adjust to change and demonstrate flexibility; define problems, collect data, establish facts, and draw valid conclusions; interpret an extensive variety of technical instructions and deal with several abstract and concrete variables.

Ability to calculate figures and amounts such as distance, proportions, percentages, area, circumference, and volume.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Class B Driver's License with passenger endorsement  
School Bus Certificate  
Current medical card  
Current CPR/First Aid certifications

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to walk, sit, and reach with hands and arms. The employee is occasionally required to stand; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles and toxic or caustic chemicals. The employee is occasionally exposed to moving mechanical parts; high, precarious places; outside weather conditions; and vibration. The noise level in the work environment is usually moderate.

**COMMENTS**

As an employee of the Escondido Union High School District, a School Bus Dispatcher is expected to present a professional manner, dress appropriately with proper personal hygiene. Must be committed to providing safe transportation to students, willing to work as a team member to assure that all routes are covered, and recognize the importance of adhering to a strict time schedule. Must demonstrate patience, flexibility, "people skills" and leadership skills.