



## MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

### REGULAR MEETING AGENDA ITEM COVER PAGE

**Meeting Date:** August 9, 2018

**Agenda Item:**

Discuss and approve the revised classified job description for Transportation Dispatcher.

**Agenda Placement:**

Action

**Background:**

The District administration brought forward some revisions to the job description for the Transportation Dispatcher. Therefore, in reviewing the job description changes have been made in the area of Certificates and Clearance. These changes will bring the job description up to date with the certificate requirements and proper clearances.

**Recommendation:**

It is recommended that the Personnel Commission approve the revised classified job description of Transportation-Dispatcher as presented.

# **Madera Unified School District Classified Job Description**

## **Transportation Dispatcher**

### **Purpose Statement**

The Transportation Dispatcher, assigned to the District Transportation Department is responsible for efficiently planning, coordinating, dispatching, and overseeing assigned school bus fleet activities and bus drivers; processing service requests pertaining to routine and emergency maintenance issues; maintaining department records in accordance with mandated requirements; and coordinating assigned projects.

This job reports to Supervisor-Transportation Operations

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### **Essential Functions**

- Dispatches the District bus fleet for the purpose of meeting student transportation needs.
- Schedules work assignments, including coverage for ill drivers or breakdowns, for the purpose of ensuring completion of transportation routes in a timely manner.
- Confers with supervisor regarding policies, procedures and/or actions (e.g. boundary changes, personnel requirements, dispatching problems, etc.) for the purpose of providing information for decision making and for enhancing student transportation services.
- Develops and implements workable solutions to daily operation problems for the purpose of bringing immediate resolution to current and potential problems.
- Collaborates with supervisor in developing routes and schedules (e.g. routes, workload, special trips, driver training, etc.) for the purpose of determining driver and equipment requirements.
- Informs school personnel and parents of practices (e.g. rules, regulations, laws, etc.) for the purpose of providing information for their follow-up action.
- Maintains service related files and records (e.g. mileage logs, servicing schedules and worksheets, DMV requirements, etc.) for the purpose of prioritizing routine maintenance, minimizing vehicle damage, and/or avoiding service disruptions.
- Processes a variety of materials (e.g. service orders, route changes, etc.) for the purpose of updating and distributing information, and or/ complying with mandated requirements.
- Responds to injuries and/or accidents for the purpose of complying with established policies and regulatory guidelines.

- Responds to inquiries from students, parents, and/or staff (e.g. stop locations, schedule, state regulated policies, etc.) for the purpose of providing the necessary information regarding transportation services.
- Compiles a variety of data (e.g. incident reports, inspections, student counts, mileage, etc.) for the purpose of developing formal reports, conveying information and complying with mandated requirements.

### **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; operating standard office equipment including utilizing pertinent software applications; performing standard clerical procedures; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: methods and equipment in student transportation; contracts, laws and regulations of transporting students; pertinent department policies 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; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a 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 a variety of 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 to significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; meeting deadlines and schedules; setting priorities; working with detailed information/data; and working with frequent interruptions.

### **Responsibility**

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

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 75% sitting, 15% walking, and 10% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience One year of school bus driving experience.

Education High School diploma or GED.

Required Testing

Pre-employment Proficiency Test

Pre-employment Physical Exam

Certificates

Valid California School Bus Driver Certificate

Valid California CDL with P and S endorsements

First Aid Certificate

Continuing Educ./Training

On-going as needed

Clearances

DOJ/ FBI Background Clearance

TB Clearance

School Bus Driver Medical Examination Card

Physical Demands (F)

FLSA Status

Non Exempt

Approval Date

Salary Range