BANNING UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
JOB DESCRIPTION
Dispatcher/Bus Driver – Transportation Department
(New Position)

Position: Dispatcher/Bus Driver (12 month position)
Department: Transportation
Reports to: Supervisor of Maintenance, Operations and Transportation
Approved by: Personnel Commission – June 17, 2004
Range: 40 - ($12.69 to 19.64 per hour)

DEFINITION
Under general supervision, establishes and coordinates the assignment, scheduling and routing of all transportation vehicles; maintain a variety of department records; perform a wide variety of specialized and analytical duties related with the safe and efficient operation of a comprehensive school bus operation. Performs other duties as assigned.

EXAMPLES OF DUTIES
• Plans, schedules and assigns driver personnel for transportation vehicle operations.
• Coordinates transportation vehicle routes and stops for student riders.
• Arranges for substitutes.
• Dispatches transportation vehicles for trips and other special events.
• Coordinates use of district vehicles.
• Decimates general information to the public and other concerned parties regarding department policies, procedures and applicable federal, state and local laws.
• Communicates with appropriate individuals regarding problems concerning transportation.
• Assists Supervisor in resolving public concerns.
• Inputs data and information to records, cards and files requiring great accuracy.
• Update transportation databases.
• Operate two-way radio and other office equipment.
• Other duties as assigned.

KNOWLEDGE AND ABILITIES
Knowledge of:
Principles, practices and methods of school bus transportation.
• Rules and regulations applicable to the operation of school buses and transporting students and methods of scheduling and dispatching a school transportation fleet.
• Modern office methods and practices.
• Receptionist and telephone techniques.
• General public relations.
• Office organization.
Ability to:
- Assist in planning safe and efficient bus routes and schedules.
- Keep clear and accurate records.
- Use good judgment.
- Understand, interpret and apply rules and written directions.
- Deal with students, parents and school district personnel with tact and poise.
- Acquire technical information, terminology and procedures quickly.

EDUCATION
High School Graduate or equivalent and one year of related experience.

EXPERIENCE
Two years of school bus transportation or related field. Three years experience in record keeping. Public school district experience is desirable.

PERSONAL QUALITIES
Must have a pleasing personality and ability to get along with adults. Ability to deal effectively with a wide variety of personalities in situation requiring diplomacy, friendliness, confidentiality, poise, tact and good judgment.

PHYSICAL ABILITIES
Ability to stand, walk, reach, stoop, bend and kneel; Ability to lift and carry 50 pounds. Good Physical condition as determined by pre and post employment inquires and health report. Must be able to pass district pre-employment and random drug testing.

LICENSES
Valid California Class B with a P Endorsement Driver’s License and a California Special Drivers Certificate. A DMV H-6 printout is required prior to employment.