

Antelope Valley Schools Transportation Agency

TITLE: Dispatcher

PRIMARY PURPOSE:

Under supervision of the Operations Manager, operates a two-way radio and Agency telephones as needed to assist in efficient and safe operations of the Agency vehicle fleet and does related work as required.

DESIRABLE QUALIFICATIONS:

1. Basic experience in dealing with public and general clerical work.
2. Minimum of two years' experience in driving a school bus.
3. Must possess and maintain California Commercial School Bus Driver's License with appropriate endorsements.
4. High school diploma or equivalent.
5. Ability to enunciate clearly and communicate with a diverse group of people.
6. Ability to remain calm and composed during crisis situation.
7. Ability to make rational decision under difficult conditions.
8. Know pertinent statutes that are applicable to school bus operation.
9. Know Agency policy and procedures on school bus operation.
10. Knowledge of safe bus driving techniques and principles.
11. Knowledge of districts' busing policies, area school boundaries and non-busing areas, topography, traffic flow patterns, and bus route structure.
12. Mechanical aptitude to comprehend and instruct trainees in mechanical operation involved in the operation of a school bus.
13. Ability to make arithmetical computations with speed and accuracy.
14. Ability to maintain confidentiality related to driver and Agency information.
15. Must demonstrate necessary skills working with Microsoft Word and Excel. Skills include but are not limited to the following:
 - opening, editing, and saving changes to existing documents
 - creating new documents
 - creating and working with tables to include sorting features
16. Demonstrate ability to e-mail documents.
17. The ability to learn and be proficient on database software.
18. Knowledge state and local traffic laws and regulations; geographical conditions of the Agency service area; principles and practices involved in organization and operation of a school transportation system.
19. Knowledge of operation of standard office machines and computers.
20. Knowledge of the operation of a two-way radio system.
21. Ability to remain calm and composed during a crisis situation and be able to make rational decisions under difficult conditions.
22. Type with reasonable speed and accuracy.
23. Understand and follow oral and written instructions.
24. Must be able to be insured and continue to be insurable by the Agency's liability insurance carrier.
25. Must possess a valid California Motor Vehicle Operator's License and valid California School Bus Operators Certificate.
26. Must drive when needed

SPECIAL WORKING CONDITIONS:

Maintain emotional control under stress. Prolonged use of computers. Occasional prolonged and irregular hours may be required. Repetitive hand and arm motions.

REPORTS TO: Operations Manager

Revised 03/03/2022

Board Approved: 03/09/2022

SUPERVISES: None

TERMS OF EMPLOYMENT: 12 Month

WAGE/HOUR STATUS: M-23

MAJOR DUTIES AND RESPONSIBILITIES:

1. Maintain concise and courteous radio contact with all drivers as they execute routes or trips.
2. Assists the Operation Manager and Schedulers in the assignment and reassignment of drivers and equipment.
3. Manage situations involving bus operations such as equipment failure, route deviations parental questions, emergencies, or other unusual problems.
4. Maintain record, and provide information related to vehicles, personnel, and field trips.
5. Assist with the request for substitute drivers.
6. Assign substitute and cover drivers and maintain records of those assignments.
7. Performs routine clerical functions and data input as assigned and approved by the Operations Manager, Schedulers, or Transportation Security Supervisor.
8. Prepares job-related correspondence.
9. Perform other duties as assigned.

The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Chief Executive Officer may assign additional duties when deemed appropriate.

EVALUATION: Performance will be evaluated annually in accordance with provision of the Board's policy on evaluation of professional personnel.