

BUS DISPATCHER/TRAINER

DEFINITION

Under general supervision and direction of the Transportation Director, is responsible for both the behind the wheel and classroom training programs, develops and supervises routes, participates in the implementation of District policies, dispatches buses and makes day to day operational decisions, performs relief driving assignments, and does related work as required.

DISTINGUISHING CHARACTERISTICS

This position involves assisting the Transportation Director in planning and scheduling activities where District transportation is needed. Dispatcher/Trainers will conduct training programs for new and veteran drivers, will develop required route schedules, and will designate and assign field trips and drivers as necessary. Total familiarity in bus safety and transportation safety programs will be maintained continuously.

ESSENTIAL FUNCTIONS

Trains new bus drivers (both behind the wheel and classroom).

Designates field trip assignments.

Provides in-service training to veteran bus drivers.

Rides routes to assist Director in evaluating drivers' skills and habits.

Assists in development of routes and revision of routes and time schedules.

Schedules relief drivers.

Keeps drivers aware of recent legal changes pertaining to transportation safety.

May perform relief driving assignments as needed.

Assists Director in related transportation functions as required.

QUALIFICATIONS

Knowledge of:

School bus driver instructor skills; provisions of the California Motor Vehicle Code, the Department of Education Regulations, and laws relating to pupil transportation.

Ability to:

Drive a school bus safely and efficiently and teach others to do the same; understand and follow oral and written directives; maintain cooperative relationships with those contacted in the course of work; acquire and maintain valid First Aid and CPR certificate within six months of employment; climb up and down steps to enter or exit the vehicle; reach and bend to check and adjust windows up or down as needed; stoop, reach, bend, and/or stretch while walking through vehicle to maintain cleanliness and safety check of vehicle;

Stoop and bend to check tires, etc., for safety check of outside of vehicle; transport handicapped students; assist children off or on the bus as needed; escort children across the street when necessary; assist children with seat belts; correctly demonstrate sufficient strength, mobility, and range of motion to arm lift 50 pounds and floor lift 50 pounds in an employee entrance evaluation.

Experience:

Four years paid experience as a school bus driver.

Education:

Completion of twelfth grade or equivalent; completion of CHP School Bus Driver Instructor course.

License:

Must maintain and possess a current California Class B Vehicle Operator's License;
Valid School Bus Driver's certificate; CHP School Bus Driver Instructor Certificate.

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