

MODESTO CITY SCHOOLS

Job Description

JC 0194

DISPATCHER SUPERVISOR

OVERALL RESPONSIBILITY

Under general direction, provide leadership and assume management responsibility for planning and organizing efficient daily bus routes, field trips and special transportation needs.

SPECIFIC RESPONSIBILITIES

1. Adjust daily bus routes to meet needs of students within the guidelines of the State and Board authorities.
2. Schedule all excess trips with Storer Transportation and wheel chair buses. Schedule all Ed Pool cars and vans for administrators and schools.
3. Schedule all field trips for schools, keeping a record of all service hours within contract guidelines, while still meeting the needs of home to school transportation.
4. Assign school bus operators and secure substitute drivers as needed.
5. Organize all special activity student transportation needs.
6. Organize and schedule summer school and migrant education routing.
7. Resolve bus overload problems.
8. Work with District's Planning Office to arrange bussing to relieve overloading.
9. Assemble route book and keep up to date.
10. Send out bus schedules to all schools.
11. Develop bus schedules in cooperation with GATE, LEAP and Special Education coordinators.
12. Prepare and disseminate operational procedures.
13. Resolve problems related to routing, scheduling, personnel and vehicle maintenance.
14. Attend Transportation meetings as required.
15. Assume the duties of Supervisor of Transportation in his/her absence.
16. Communicate directly with school officials in helping to control problem children, gang related incidents and report major problems to Modesto City Police.
17. Determine the routing of buses in foggy weather.
18. Responsible for posting weekly drivers' trip list which is an accumulation of hours for each driver.
19. Assist in the selection, orientation, supervision and evaluation of personnel.
20. Effectively communicate and maintain cooperative relationships with those contacted during the course of work.
21. Perform other related duties as assigned.

DISPATCHER SUPERVISOR (continued)

WORK YEAR

Approved days as specified on the Management Salary Schedule.

SALARY

Management Salary Schedule

QUALIFICATIONS

Knowledge/Ability

Minimum Requirements:

- Knowledge of safe driving practices.
- Knowledge of provisions of the California Vehicle Code and the Education Code and District policies applicable to the operation of vehicles in transporting students.
- Knowledge of first aid practices.
- Knowledge of basic principles of a school district transportation system.
- Knowledge of procedures and methods involved in routine bus scheduling of a fleet operation.
- Knowledge of and ability to apply management, budgeting and contract administration principles and practices.
- Knowledge of and ability to apply effective supervision techniques.
- Knowledge of and ability to apply problem solving processes and techniques.
- Ability to plan and organize bus schedules and to adjust fixed schedules to meet special needs.
- Ability to understand and implement complex oral and written directions given in English.
- Ability to compose clear, complete and concise correspondence and reports independently using correct grammar, syntax, punctuation and spelling.

Experience

Minimum Requirement:

- Successful experience as a dispatcher/supervisor in a bus transportation operation.

Desirable Qualifications:

- Two years successful experience as a school bus operator.
- Increasingly responsible work in bus transportation operation.

Education

Minimum Requirement:

- Graduation from high school or General Education Development (GED) Certificate or California High School Proficiency Examination (CHSPE) Certificate.

License

- Valid California Driver's License – Class C

REPORTS TO

Supervisor of Transportation

Board Approved: 6/19/95

Personnel Approved: 4/16/02

Cabinet Approved: 5/7/02

Board Approved: 5/28/02