

# MODESTO CITY SCHOOLS

## JOB DESCRIPTION

### SUPERVISOR-TRANSPORATION DISPATCH

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#### **DEFINITION:**

Under the direction of the Manager-Transportation, organize and direct the dispatching activities and operations of the Transportation Department; train, supervise and evaluate the performance of assigned personnel.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Organize and direct the dispatching activities and operations of the Transportation Department; participate in the development and implementation of departmental policies and procedures.
- Perform a variety of dispatching and clerical duties in support of student transportation functions; coordinate flow of communications between personnel to assure proper and timely transportation of students; dispatch drivers according to student transportation needs; inform school districts of schedule and route modifications.
- Schedule field trips for schools; organize special activity student transportation needs, summer school and migrant education routing.
- Utilize a telephone and two-way radio to receive routing and transportation requests and information and provide assistance to bus drivers; assist bus drivers with directions and routing, scheduling and equipment issues and information related to special education students.
- Compile information and maintain a variety of records related to mileage, student counts, field trips, athletics and assigned activities; prepare and distribute invoices as directed; establish and maintain filing systems.
- Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
- Participate in the development of the annual preliminary budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
- Prepare and maintain a variety of reports, records and files related to personnel and assigned activities.
- Communicate with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information.
- Attend a variety of meetings as assigned; drive a vehicle to conduct work.

#### **OTHER DUTIES:**

- Perform related duties as assigned.

#### **REQUIRED QUALIFICATIONS:**

##### Education and Experience:

- Any combination equivalent to: graduation from high school and four years dispatching experience.

##### Licenses and other Requirements

- Valid California Class C driver's license.
- Must provide a DMV printout within five work days of offer of employment.
- Maintain participation in CA DMV Assessment System/Automatic Pull Program.

#### **DESIRED QUALIFICATIONS:**

- Two years successful experience as a school bus operator.

- Increasingly responsible work in bus transportation operation.

**Knowledge of:**

- Laws and regulations pertaining to routing school buses.
- Safe driving practices.
- Principles of a school district transportation system.
- Procedures and methods involved in routine bus scheduling of a fleet operation.
- Oral and written communication skills.
- Principles and practices of supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.

**Ability to:**

- Utilize a telephone and two-way radio to receive transportation requests and information and provide assistance to bus drivers.
- Learn local geography, street locations, important buildings and landmarks of the area.
- Assist bus drivers with directions and routing, scheduling and equipment issues and information.
- Train and evaluate the performance of assigned staff.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare records and reports related to assigned activities.

**WORKING CONDITIONS:**

**Work Environment:**

- Office environment.
- Drive a vehicle to conduct work.
- Constant interruptions.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information in person and on the telephone.
- Seeing to read a variety of materials.
- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting for extended periods of time.
- Bending at the waist, kneeling or crouching to file materials.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**Cabinet Approved: 5/7/02**

**Board Approved: 5/28/02**

**FLSA Status: Exempt**

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