

CALAVERAS UNIFIED SCHOOL DISTRICT
3304 B Highway 12 - P. O. Box 788
San Andreas, CA 95249
209/754-3504

JOB TITLE: Dispatcher
WORK YEAR: 182-day

Job Description: Under general direction will dispatch all field trips and arrange substitutes for regular drivers who are absent. Perform related duties as assigned by the Transportation Manager.

Essential Job Tasks:

1. Perform substitute driving when necessary.
2. Relay all daily radio transmissions.
3. Arrange parent/student complaint hearings.
4. Schedule and dispatch requests for field trips.
5. Arrange, schedule and maintain records for substitute bus drivers.
6. Maintain record of bus routes with periodic updates. Assist in preparing and updating routes.
7. Operate basic computer functions relating to routes, schedules, record keeping, fuel reports and monthly and yearly reports as needed.
8. Perform clerical and receptionist duties as assigned.

Knowledge/Skills/Abilities:

1. Knowledge of:
 - *California laws and regulations applicable to the operation of vehicles in the transportation of school children.
 - *Basic School Bus Driver's Course.
 - *Minimal basic clerical skills and computer literacy.
2. Ability to:
 - *Organize, maintain, verify, and adjust schedules.
 - *Organize and maintain reports and records.
 - *Work positively and cooperatively with students, staff and public.
3. High School diploma or equivalent.
4. Two years of previous school bus driving is preferred.
5. A valid California Class B Driver's License is required
6. A California Special Certificate for school bus drivers is required.

Salary: Placement on the CSEA Salary Schedule, Range H

The information contained in this job description is for compliance with the American with Disabilities Act (ADA), and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.