



Classification Summary

Performs dispatch and timekeeping for Bus Drivers transporting special education students requiring door-to-door service and frequent modification of schedules. Drives busses on an emergency relief basis.

Distinguishing Characteristics

Distinguished from Transportation Dispatcher—Regular Route by responsibility to schedule Special Education Bus Drivers and notify drivers, parents and school personnel of route or timing changes.

Supervisory Relationships

Reports to the Assistant Transportation Manager. May provide technical oversight to other District employees.

Examples of Duties

1. Schedule drivers for special education routes, considering driver requests and seniority.
2. Dispatch and communicate special education route changes daily to affected drivers, parents, guardians, caseworkers, and school personnel.
3. Dispatch substitute drivers to insure that all special education busses go out on schedule. May require assigning other transportation positions to drive on an emergency relief basis.
4. Contact drivers in busses by two-way radio to receive or provide information on equipment break downs, road hazards, accidents, student locations, or route changes.
5. Provide advice on alternatives for bus routing, on-board management of special education student needs, or other subjects as requested.
6. Maintain and update daily time sheets and records.
7. Oversee and balance petty cash account; disperse meal and/or lodging money to drivers as assigned. Purchase vehicle licenses and supplies. Record transactions and cash checks.
8. Operate computer and terminals to write memorandum, store data, and send VAX correspondence.
9. May be required to perform emergency relief bus driving.
10. Provide relief or back-up service to Dispatcher—Regular Routes as required.
11. Maintains regular and prompt attendance.
11. Performs other related duties as assigned.

Required Knowledge, Skills And Abilities

1. Knowledge of the local geographic region and school locations.
2. Highly developed oral communications skills.
3. Ability to communicate with District personnel, parents, guardians, and caseworkers in a courteous and tactful manner.
4. Ability to operate two-way radio and current office technology and equipment (e.g., computer systems, fax, copiers, etc.)
5. Ability to work under pressure of deadlines, interruptions, and frequent changes in student transportation needs.
6. Ability to respond evenings or weekends to schedule changes, absence reports, or routing problems.

Minimum Qualifications for Class Entry

1. Two years of experience in dispatching or related field requiring public interaction.
2. Possession of a valid State of Oregon School Bus Driver's license.

Work Environment

Incumbents work in the transportation department office. Driving assignments may require exposure to road hazards or risk of accident, and loading of equipment or special education students.