



JOB DESCRIPTION

TULARE JOINT UNION HIGH SCHOOL DISTRICT
426 North Blackstone, Tulare, CA 93274



Transportation Clerk/Dispatcher

Revised 7/11

DEFINITION

Under the supervision of the Transportation Supervisor, the Clerk/Dispatcher receives and processes transportation requests for student and/or staff transportation needs; processes maintenance records and bus driver records, dispatches bus drivers for athletic competitions and field trips; and assists in the coordination of routes for home-to-school bus transportation. The Clerk/Dispatcher must communicate clearly and effectively using two-way radio, telephone, and written instructions, and must be able to read and understand Bus Route Maps; and other related duties as required.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS

- Use a computer to input transportation requests and schedule the most appropriate available vehicles. E
- Input and report problems with vehicles to appropriate mechanic. E
- Assign bus drivers to various types of bus driving assignments and keep track of bus driver and maintenance mechanic attendance records. E
- Take bus driver calls for information and assistance while they are driving routes and trips during the regular workday. E
- Maintain and file records and may assist in completing state reports. E
- Provide bus route information to parents, students, and staff upon request and provides trip routing information to staff members who attend out of town conferences. E
- Must be available to stand-in for the Director of Transportation or other transportation personnel for early morning start-up when needed. E
- Instruct drivers in operating procedures or schedule changes. E
- Schedule vehicles as needed, input miles and hours for bus trips, vehicle trips, maintain schedules for drivers, contact and schedule sub drivers. E
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Education

High School Diploma or equivalent

Experience

Previous experience in coordinating schedules and/or dispatching desired

Licenses and Other Requirements

DOJ and FBI Fingerprint clearance

TB Test documentation within the last four years

KNOWLEDGE AND ABILITIES

Knowledge of

- Proper English grammar, punctuation, composition, vocabulary, and oral expression.
- Basic computer skills using applications such as MS Word, MS Excel, etc.
- General office procedures and office machines (computer, fax, and copier).
- Health regulations and safe working methods and procedures.
- Proper lifting techniques.
- District policies, rules and regulations
- Rules and regulations related to student transportation.

- Routing and scheduling procedures.
- School district geography.
- Oral and written skills using tact, patience and courtesy.
- Financial and statistical record keeping techniques as it relates to transportation.

Ability to

1. Work confidentially with discretion.
2. Dispatch and use two-way radios and other transportation communication devices.
3. Perform clerical duties including proofreading for correct spelling and proper grammar.
4. Analyze situations accurately and exercise good judgment in taking effective action.
5. Establish and maintain cooperative working relationships with the public and all employees.
6. Meet and communicate with visitors and the public tactfully and courteously.
7. Operate computer and printer.
8. Make mathematical calculations quickly and accurately.
9. Understand and follow oral and written instructions.
10. Organize tasks and complete with efficient use of time.
11. Efficiently work with frequent interruptions.
12. Observe health and safety regulations.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Environment

- Indoor environment subject to frequent interruptions; changing priorities from time to time.

Physical Demands

- Dexterity of hands and fingers to operate a variety of standard office equipment.
- Reaching overhead, above the shoulders and horizontally, to retrieve and store files.
- Clarity of vision at varying distances to be able to monitor office visitors, bus drivers, and to operate a computer and other office equipment.
- Verbal, auditory, and written capabilities to effectively communicate in an articulate manner.
- Lifting of objects weighing up to 30 pounds.
- Sitting or standing for extended periods of time.