

## **TRANSPORTATION SECRETARY/DISPATCHER**

### **Definition**

Under general supervision, to coordinate and assign vehicles and drivers in accordance with work requests, pupil and District transportation needs, and do simple general clerical work involving specific routines; perform other related duties as required.

### **Essential Duties**

1. Dispatch vehicles and drivers to make the most effective use of manpower and equipment;
2. Assist in emergencies, coordinating and dispatching when regular scheduled bus operations are interrupted;
3. Receive telephone calls from District personnel or public concerning all phases of work;
4. Monitor radio while buses are on the road;
5. Process trip requests sent to transportation department;
6. Keep records of trips completed for accounting purposes;
7. Perform related duties and responsibilities as required;
8. Develop data and prepare reports as required;;
9. Respond to requests for information from students, District personnel, community residents, public officials, media and others by:
  - Referencing District policy;
  - Explaining transportation policies and guidelines; and
  - Transferring undefined policy matters to District administrative personnel.

### **Qualifications**

1. Knowledge of a modern school bus and the laws governing its use as specified by the California State Department of Education and the California State Vehicle Code.
2. Modern office practices, procedures, and equipment;
3. Telephone techniques and etiquette;
4. Computer operations and data base maintenance.

### **Ability to:**

1. Work independently in the absence of supervision;
2. Learn the transportation requirements and District policies;
3. Understand and carry out oral and written directions;
4. Complete reports in a timely manner;
5. Operate adding machine, typewriter, computers with knowledge of spreadsheets, and other common office machines;
6. Keep records and reports as required;
7. Operate a two-way radio; and
8. Exercise good judgment in a variety of urgent or emergency situations requiring immediate decisions.

### **Experience:**

One year of general clerical experience preferably including public contact responsibilities.

### **Education:**

High school diploma or equivalent

### **License:**

Valid California Driver's License

**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.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand and reach with hand and arms. Specific vision abilities required by this job include close vision, distance vision, and color vision. Some driving is necessary. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. Occasionally the position requires the employee to

work irregular or extended hours, direct responsibility for the safety, well-being or work output of other people and meet multiple demands from several people.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) 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.

Amended: 4/19/93; 10/97; -3/00