

HUNTINGTON BEACH CITY SCHOOL DISTRICT

CLASS SPECIFICATION

DISPATCHER/DRIVER TRAINER

BASIC FUNCTION:

Under the direction of the Supervisor of Transportation, train and re-train school bus drivers and oversee the general performance of the school bus driver staff.

REPRESENTATIVE DUTIES:

Organize the Transportation Office including routing, time scheduling, equipment and driver assignments. *E1*

Maintain various records and files related to pupil transportation, maintenance, budget, driver training records and seniority balance. *E1*

Attend conferences, workshops and transportation organization meets to maintain current knowledge of State pupil transportation regulations, and Department of Motor Vehicle (DMV) laws and policies. *E3*

Conduct training programs for new trainees; conduct renewal classes for regular drivers. *E1*

Provide and maintain maximum efficiency for the safe transporting of students.

Assist the Supervisor with maintaining maximum safety and usage of equipment and personnel; participate in instruction of pupils in safe bus riding habits and bus evacuation procedures.

Assist the Supervisor with the organization of safety meetings and in-service programs to inform driving staff of updated State laws and regulations, DMV change and District policies.

Maintain appropriate licenses, special certificate and instructor's certificate. *E3*

Maintain and project good communication with the community and parents.

Serve as a relief driver as necessary.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Methods, tools, material and equipment used in the maintenance and repair of mechanical equipment.
- Provisions of the California Motor Vehicle Codes applicable to the operation of vehicles in the transportation of school children.
- Proper operation of auxiliary equipment on motor vehicles.
- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Operation of a computer terminal and data entry techniques.
- Correct English usage, grammar; spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Laws, rules and regulations related to assigned activities.
- Applicable sections of the State Education Code and other applicable laws.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety regulations.
- Principles and practices of training and providing work direction.
- Technical aspects of field of specialty.

Ability To:

- Diagnose mechanical defects and perform necessary repairs.
- Understand and follow oral and written instructions.
- Utilize mechanical tools and equipment.
- Communicate effectively both orally and in writing.
- Prepare and deliver oral presentations.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Compile and verify data and prepare reports.
- Operate a computer terminal to enter data, maintain records and generate reports.
- Assign and review the work of others.
- Train, supervise and evaluate personnel.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Maintain current knowledge of technological advances in the field.
- Analyze situations accurately and adopt an effective course of action.
- Perform complex or varied tasks.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school including coursework in office practices and procedures and five years of broad, varied and increasingly responsible experience in the field of transportation. Preference will be given: to candidates with two years of college or advanced certification in specialty fields including driver training and operation of vehicles in the transportation of school children; for experience in public education; for wide contact with the public; and for experience in a supervisory capacity.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Motor Vehicle Operator's license, Class 2 license and must be insurable under the District's carrier.
- Valid California driver's license
- Valid Instructor's Certificate.

WORKING CONDITIONS:**Environment:**

- School bus driving and training environment.
- Driving in various road and weather conditions.

Physical Abilities:

- Bending at the waist.
- Hearing and speaking to exchange information and provide training.

Hazards:

- Exposure to driving a school bus during adverse weather and traffic conditions.
- Exhaust fumes.