

Dispatcher

Reports to: Transportation Manager

Terms of Employment: 8 hours/day – 40 weeks/year

Evaluations: Yearly

Job Summary: Performs dispatching, secretarial and organizational duties for the Transportation department.

Essential Duties and Responsibilities (illustrative, not inclusive):

1. Dispatches the district's fleet of buses and directs drivers with daily changes in routes. Informs drivers of weather/traffic conditions, and parent concerns.
2. Responds to questions from staff, parents and students on transportation questions/concerns, procedures and regulations.
3. Assists the transportation assistant with bus route scheduling for regular runs, kindergarten runs, special education runs and daily scheduled extra driving. Advises drivers in changes to runs as necessary.
4. Assists the transportation assistant when needed by assigning trips and scheduled activities. Assigns substitute drivers to cover absences and reassignment of other drivers.
5. Assists in maintaining employee records including Driver's licenses, Medical cards and continuing education.
6. Assists in maintaining fuel records and other local and state required records and reports.
7. Maintains inventory of keys, video cameras, and tapes.
8. Assists transportation assistant with recording attendance and payroll processing.
9. Collects data and assists in maintaining the computerized routing system used on a daily basis.
10. Drives bus when required.
11. Attends professional meetings as required.
12. Other duties may be assigned.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervisory Responsibilities: None

Education and/or Experience:

- High School Diploma
- Demonstrated facility with computer hardware and software
- Two years prior office experience
- Dispatch experience

Required Licenses and/or Certificates: CDL License with all endorsements to drive school bus

Knowledge of: Correct English usage, spelling, grammar and punctuation, Standard Office Procedures, knowledge of streets and areas in the school district and adjoining community, conflict resolution and customer service,

Language Skills: Ability to communicate clearly and concisely, both orally and in writing; ability to read and interpret documents, correspondence and manuals; ability to speak effectively to students, staff and parents.

Mathematical Skills: Ability to accurately add, subtract, multiply and divide

Reasoning Ability:

- Ability to establish, organize, and maintain a structured office environment
- Ability to interpret instructions given in written or oral form
- Ability to define problems, collect, organize, and report data
- Ability to analyze facts and draw valid conclusions
- Ability to perform duties with awareness of all District requirements and Board policies

Other Skills and Abilities:

- Ability to operate office machines including but not exclusive to copy machine and fax machine
- Ability to develop effective working relationships with students, staff and the school community
- Ability to maintain confidentiality
- Ability to organize and prioritize workload
- Ability to remain calm in emergency or high pressure situations

Physical Demands: While performing the duties of this job, the employee is required to sit, talk and hear; frequently required to walk and stand. Frequently required to reach with hands and use repetitive hand and arm motion as in typing and writing. Close vision abilities are required. May occasionally be required to lift or move up to 25 pounds.

Work Environment: A climate controlled office with moderate to high noise levels. The employee interacts continuously with staff and parents. The employee frequently will be required to meet multiple demands from several people.

Evaluation: Job performance is evaluated in accordance to district guidelines by the supervisor.

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.