

Auburn School District**Job Title: Substitute Dispatch/Router****Reports To:** Building Administrator/Designee**Unit Classification: Non-Rep**

Duties and responsibilities:

- Support the planning and implementation of bus routes and schedules.
- Dispatch drivers to ensure consistent and timely transportation service.
- Communicate with parents, drivers, and school staff to address transportation needs and ensure compliance with district and state regulations.
- Assist in maintaining a positive, collaborative, and service-focused department environment.
- Utilize Versatrans routing software to support the development of safe and efficient stops, routes, and runs, including special education transportation within and outside the district.
- Dispatch buses to meet daily schedules and emergency needs.
- Dispatch substitute and permanent bus drivers to meet student transportation requirements.
- Assist with the collection and compilation of transportation data for state ridership reports.
- Coordinate transportation services for special district programs as needed.
- Provide accurate busing information to parents, staff, and students, and notify school staff of route changes, late arrivals, or delays.
- Maintain updated driver route sheets and ensure changes are communicated.
- Assist with updates to transportation content on the district website.
- Maintain district maps with current routing information and provide maps to schools.
- Be available for early arrival and communication during inclement weather as needed.
- Maintain regular communication with the Executive Director and/or Director of Transportation.
- Perform other related duties as assigned.

Preferred Knowledge, Skills, and Abilities:

- Previous experience in transportation dispatching and routing, preferably in a school district.
- Experience working with bus route schedules and operations.
- Strong organizational, decision-making, and problem-solving skills.
- Ability to manage databases, analyze data, and produce reports.
- Ability to prioritize responsibilities and work effectively under pressure.
- Effective written and verbal communication skills.
- Strong technology skills and proficiency with Microsoft Office and Google Workspace.
- Experience using WSIPC Skyward system preferred.
- Experience with computerized routing software (e.g., Versatrans) preferred.
- Ability to collaborate and communicate effectively with diverse individuals and groups.
- Valid Washington State driver's license and CDL Class B with required endorsements.
- School Bus Driver Authorization required.
- Valid First Aid/CPR certification.

Requirements:

- Ability to maintain positive working relationships with staff and families.
- Ability to maintain confidentiality regarding students, families, and staff.
- Experience working with students, staff, and families.

- Willingness to perform assigned duties and responsibilities.

Required Knowledge, Skills, and Abilities Related to Cultural Competence and Equity:

- Ability to recognize and demonstrate awareness of one's own cultural identity while respecting and valuing the identities of others.
- Commitment to fostering an environment that promotes cultural competence and equitable treatment for all students, families, and staff.
- Ability to support and promote the Auburn School District's commitment to **"Engage. Educate. Empower with Equity and Excellence."**

Working Conditions:

Physical Demands – The position is primarily office-based, with the employee frequently sitting at a desk or using a computer. The position requires occasional lifting, carrying, pushing, and/or pulling up to 20 pounds. Generally, the job requires extended periods of time sitting, walking, standing, and maintaining visual concentration and physical dexterity.

Work Environment – Work is primarily performed indoors in an office setting within the Transportation Department, with some duties requiring the employee to walk within bus yard areas or assist outdoors during inclement weather situations. The position involves a moderate noise level typical of an office and bus transportation environment. The employee is responsible for supporting the safety and well-being of students and must effectively collaborate with transportation staff and leadership.